



**“PROJECT MANAGEMENT”
CONSULTANCY SERVICES
FOR
STRATEGY FORMULATION AND IMPLEMENTATION OF IT-ICT-
MIS ARCHITECTURE, FACILITIES AND CAPACITY BUILDING FOR
ODISHA WORKS DEPARTMENT (OWD)**

As-Is REPORT

**AGREEMENT NO: 3 of 2011-12
ODISHA STATE ROADS PROJECT
Loan#7577-IN**



Submitted to
Chief Engineer, World Bank Projects, Odisha
Project Management Unit, Odisha State Road Project

Office of the Engineer-in-Chief (Civil), Odisha,
Nirman Soudha, Keshari Nagar, Unit-V, Bhubaneswar-751001



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Abbreviations & Acronyms

Abbreviation	Description
ADB	Asian Development Bank
AOTO	Advisory Technical Assistance
ASEAN	South East Asian Nations
AE	Assistant Engineer
AEE	Assistant Executive Engineer
BOOT	Build, Own, Operate & Transfer
BOT	Build Operate Transfer
BPR	Business Process Re-Engineering
BOS	Bank of Sanction
C&AG	Comptroller and Auditor General of India
CAA	Constitution Amendment Act
CBR	California Bearing Ratio
CE	Chief Engineer
CSM	Cybertech Software & Multimedia Pvt. Ltd.
CBR	California Bearing Ratio
DDR	Deputy Director of Research
DEAS	Double Entry Accounting System
DGPS	Differential Global Positioning System
DPR	Detailed Project Report
DLR	Daily Labor Register
EoI	Expression of Interest
EIC	Engineer-in-Chief
EE	Executive Engineer
FCR	Full Cost Recovery
FDI	Foreign Direct Investment

FIAP	Financial Improvement Action Plan
FRBM	Fiscal Responsibility and Budget Management (FRBM) Act, 2006
FTP	Full Technical Proposal
FY	Fiscal Year
FYP	Five Year Plan
GAAP	Governance & Accountability Action Plan
GCP	Ground Control Point
GIS	Geographical Information System
GO	Government Order
GOO	Government of Odisha
GOI	Government of India
Hrs	Hours
HRMIS	Human Resource Management Information System
ICT	Information Communication Technology
IPEC	Investment Program Empowered Committee
IRM	India Resident Mission (ADB)
IT	Information Technology
IDS	Institutional Development Strategy
IR	Inception Report
ISAP	Institutional Strengthening Action Plan
IOTMS	Integrated Odisha Treasury Management System
JNNURM	Jawaharlal Nehru National Urban Renewal Mission
JICA	Japan International Cooperation Agency
LB	Local Body
LBR	London Bearing Ratio
LG	Local Government
NeGP	National e-Governance Plan

M&E	Monitoring & Evaluation
MDA	Management Discussion Analysis
MFF	Multi-Tranche Finance Facility
MIS	Management Information System
MoA	Memorandum of Agreement
MoU	Memorandum of Understanding
MR Work	Maintenance Repair Work
NGO	Non Government Organization
NMAM	National Municipal Accounting Manual
NH	National Highway
Not Original Work	Repairing work is known as Not Original Work
Non-Plan work	Salary, Wages, daily expenditures and contingencies are known as Non-plan works.
O&M	Operation & Maintenance
OBS	Opening Balance Sheet
OSRP	Odisha State Road Project
OWD	Odisha Works Department
OCAC	Orissa Computer Application Centre
Original Work	New Work is known as Original Work
PMC	Project Management Consultancy
PFS	Pre-Feasibility Study
PPP	Public Private Partnership
PSP	Private Sector Partnership
PPTA	Project Preparatory Technical Assistance
PWD	Public Works Department
PR Work	Periodical Renewal Work
Plan Work	The plan works are such that find place in the planned program of either GOI or GoO.

QPR	Quarterly Progress Report
RFP	Request for Proposal
RIDF	Rural Improvement Development Fund
SEA	Single Entry Accounting
SE	Superintending Engineer
SH	State Highway
SWOT	Strength, Weakness, Opportunity and Threat
SR Work	Special Repair Work
TA	Technical Assistance
The Assignment	Project Management Consultancy Services for Strategy Formulation and Implementation of IT-ICT-MIS Architecture, Facilities & Capacity Building for Odisha Works Department
The Client	Odisha Works Department, Government of Odisha
The Consultants	Cybertech Software & Media Pvt. Ltd., Bhubaneswar
TLC	Training & Learning Centre
ToR	Terms of Reference
WB	World Bank
WAMIS	Works & Accounting Management Information System
OCS	Odisha Civil Service
ORV	Odisha Reserved Vacancy
DTCN	Detailed Tender Call Notice

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1. PREFACE AND ACKNOWLEDGEMENT

The Chief Engineer, World Bank Projects Orissa, on behalf of Works Department, Govt. of Orissa, entered into a contract with “Cybertech Software & Multimedia (CSM) Pvt. Ltd.” on 2nd March 2012 for “**Project Management Consultancy Services for Strategy formulation and implementation of IT-ICT-MIS Architecture, Facilities & Capacity for Orissa Works Department [OWD]**” vide the contract Agreement No.-3 of 2011-2012 in response to OSRP Loan # 7577-IN.

The 24-months assignment that commenced from 26th March’2012 is to provide consultancy services to help the OWD, Government of Orissa to develop and implement a comprehensive and viable IT-ICT-MIS Strategy covering all design, development and commissioning/implementation stages under the proposed strategy. The consultants are likely to identify initiatives and investments compatible with current GOO policy on the role of IT in the State’s Public Sector. They shall plan to achieve initiation of e-governance and e-procurement statewide and its constituents units like EIC Office, Circle & divisions and other line departments. This consultancy shall provide a full fledged developed IT-ICT-MIS solution to OWD and implement in all the departments, offices and stakeholders offices of OWD.

The CSM Team is submitting this As-Is Process Report (ASISR) of the assignment after visiting all the concerned departments to understand their functions, duties and processes during the As-Is Phase from 7th May to 16th June through self-study, meetings and discussions with the concerned officers and support staff. As per the terms of the contract, the As-Is Report includes the details of the department and associated circles/divisions and other stakeholders offices processes, IT infrastructure, policy guidelines, contract agreements, software, applications in use and trainings and IT skills of the department, which the consultants propose to implement as per the ToR.

CSM would like to express their sincere thanks to **Er. Nalni K. Pradhan**, Chief Engineer, World Bank, Orissa Work’s Department, Er. Chitta Ranjan Manadhata, Er. Rashmi Ranjan Bohidar and Dr. Narayan Chandra Pal for their keen interest, valuable time and suggestions in making this Study a success. In addition, CSM wishes to express their gratitude to all the concerned Chief Engineers, Head of the Departments and officials at OWD, associated departments and Stakeholders for their cooperation in divulging all the information and process to CSM Team with open mind, sharing problems in executing these activities and processes and for their valuable suggestions.

We would also like to convey our indebtedness to **Er.Subhendu Kumar Ray**, EIC-cum-Secretary, for his unrelenting cooperation and support provided for this study, which would guide and help us in formulating and presenting a good report.

Last, but not the least, we extend our gratitude to all the OWD Circle & Division officers of the cities, and their constant support whenever required in connection with the compilation of this report.

The Project Team
Project Management Consultants (PMC), Orissa
World Bank Loan No # 7577 (March – April 2012)

1.1 Purpose of the As-Is Report

The purpose of the As-Is Report is to highlight the existing situation of:

- IT infrastructure and software of the department/Circles/Divisions of OWD,
- Process flow and time consumed to complete a process or activity.

All the studies and findings would be analyzed to plan and provide a comprehensive solution to improve the working and time span through the implementation of IT-ICT Strategy and solution in OWD concerned offices, as originally envisaged in the Terms of Reference (ToR). The report also suggests the consultant's approach and methodology, adopted during this phase to collect and document the processes, activities, IT infrastructure and gaps in the department, which would facilitate the CSM team and OWD to understand the shortcomings and suggest specific measures to be implemented as per the planned timelines for the project mentioned in the Inception Report. It also includes the proposed activities and issues arising on consultants' assessment of the existing situations and possible solutions of all the issues. The study would greatly help to highlight the shortcomings and gaps in order to formulate an IT-ICT strategy to successfully implement & achieve the project's objectives.

2. EXECUTIVE SUMMARY

Government of Orissa (GoO) has embarked upon several major initiatives and projects. Orissa State road Project (OSRP¹) with assistance from the World Bank is one of the important among them. OSRP is a major project and consist of number of components. They are:

1. Road Asset Management System (O-RAMS)
2. ISAP (Institutional Strengthening Action plan)
3. GAAP (Governance and Accountability Action plan)
4. PPP (Public Private Partnership)
5. ***IT-ICT Strategy Formulation & Capacity Building for OWD***

IT-ICT Strategy Formulation project is an ambitious project of OWD, funded by **World Bank** to implement **e-Governance** in all the OWD offices at each level. IT-ICT project objective is to identify initiatives and investments which - building on the achievements and benefits of the state-wide initiation of ***e-governance and e-procurement*** – are compatible with current GOO policy on the role of IT in the state’s public sector and which can quickly usher in an IT-ICT oriented work-culture within OWD.

The project is envisioned in two phases. **Phase-I** covers conceptualization and developing a framework for improvement through a detailed As-Is assessment study followed by a comprehensive exercise of Business Process Re-engineering for proposing process improvement for the selected services covered under IT-ICT formulation project. Subsequently, development of software and application, based on the proposed solution, will be taken up. In **phase II** of the project, development of ICT infrastructure is being taken up where in, creation of IT wing, implementation of servers, and training to the staff to use the new application and problems faced during the working on computers at the head office, circles and all the division and subdivision offices of OWD shall be dealt with. In this phase, project will enter into actual implementation and the solution will be rolled out for access and utilization by the end users/ citizens.

The As-Is study for all the activities and processes has been completed successfully at OWD head offices, Circle and Divisions offices. The outputs in terms of process maps for all the services rendered by the department have been created and confirmation on the processes has been taken from concerned departmental heads.

¹ The State Government of Orissa (GoO) through the GoI has received a loan from World Bank to Implementation of Orissa State Road Projects and intends to apply a portion of this loan to finance an IT-ICT Strategy Formulation Project in OWD.

2.1 As-Is Study Findings:

OWD Head Office:

- Processes under study were well defined through appropriate policies, guidelines, acts', rules, government orders, departmental orders and local order.
- Processes captured are hybrid (manual & workflow based IT) and paper driven. There were number of duplications and repetitive activities.
- The information available within department existed in isolation within departmental function areas and is not being shared commonly across department creating redundancy from administration perspective.
- The number of inputs for process initiation is quite high and different for different wings. Divisions and offices have different methods for acceptance of works.
- About 85% of staffs are facilitated with computer and use basic IT tools such as word for preparation of documents, excel for calculation and estimation, MS PPT for presentation and email for communication directly or indirectly if we take technical staffs into consideration.

Field Units:

- Processes captured are mostly manual but in few divisions' important activities like estimation, pay-bill generations are computerized. This initiation was driven by head of the division not parted with others. So the information and knowledge is not been replicated in other places.
- Due to inadequate knowledge on computers; there are repetitive activities as there is a need for manual up keeping of records.
- Inadequate IT infrastructure in terms of connectivity, consumables and for development of knowledge and skill at the division level was identified.
- Department database is neither built up properly nor centralized.
- Inadequate training to use computers and the applications such as WAMIS, IOTMS has been observed.
- Lack of network connectivity and internet connectivity. Even at some places internet is provided but the bandwidth is very low which hinder in working on updating the data and information's on the applications/software provided.
- Lack of power backup to use the computers.
- Lack of IT support to solve their day to day problems.
- Documents are not properly managed in some of the units.
- Manually prepared detailed designed drawings at some of the units.

General

- Computers have been provided to all the officials in the rank of Executive Engineer and above along with data entry operators.
- Though basic Computer Training is provided this knowledge is not utilized in the field.
- No dedicated IT professional available to handle day to day Hardware & Software issues.
- Ownership of IT infrastructure and its usage is lacking.

2.2 Consequences

- In absence of an Enterprise **Project Monitoring System** the higher authorities often face problem in proper monitoring of progress of works. During study it was observed that a bespoke system called “e-Nirman” is getting implemented that takes care of project monitoring but it is not being rolled out yet.
- Another key challenge faced by OWD officials is the assessment of Contractors engaged for different works across the state in absence of a **Centralized Contractor Database**. OWD selects and engages contractors through e-Procurement system but most of the tender committee members face problem in finalizing the contractor without a proper performance assessment.
- Knowing the status of the assets present across the state and its prioritization for periodic maintenance and special repair is not possible due to unavailability of **Centralized Asset Database**.
- Due to unavailability of an automated **Document Management System** many vital documents of the department are prone to destruction as these are maintained manually and it is very difficult to retrieve those data as no trace of the document is available at the time of need.
- Though a **Human Resource Management System** is getting implemented across the department; it is only computerizing the Service Books of the employees but it is not catering to Leave administration, Payroll management, arrear salary processing etc.
- Without a proper HRM system, performance appraisal becomes a major bottleneck for most of the higher authorities.
- Standardization of process is though found in all the offices, but the templates of forms and document is yet to be standardized. This will make consolidation process easy and less time consuming.
- It is very difficult for the higher authorities to make contingency plans as there is no specific mechanism to monitor the real time performance and gather information on the same from the unit offices.
- Various IT-applications are yet to be accepted by many users completely due to lack of practices and close acquaintance in operating computers which leads to loss of efficiency. IT proficient manpower is also lacking.
- Redundancy in data entry for multiple software applications slows down the process which leads to loss of efficiency as many applications are running separately in the department which takes similar set of input data.
- The software applications used in the department are not integrated hence each one uses a separate database of same entity and each database doesn't capture all the attributes of a specific entity hence none can be authenticated and made common for all the application software.

- Inadequate connectivity and lack of power backup hinders the various activities of remote offices leading to poor performance.
- There is no centralized IT asset management system for which the department assets are being managed decentralized. This creates problem with procurement, Maintenance and disposal of IT Resources.
- OWD is a service utility sector which main objective is to provide road connectivity for transportation. But there is no centralize grievance monitoring system for grievance redressal for general public.
- People participation for decision making through interactive website and implementation of Gov 2.0 is very much crucial at this juncture for OWD. Otherwise it will very difficult for OWD to achieve basic goal of the department.
- There are many IT applications are verge of implementation or being implemented in coming days. But OWD need one IT core group for monitoring and integration of all applications to bring success story for the department.
- Proper information sharing between OWD and other departments such as RTO for traffic data, Police department for accident data, Commercial tax department for interstate traffic will result in better planning for road infrastructure development of Odisha.
- IT/ICT Capacity building and utilization of existing resources in new application implementation only can make IT/ICT strategy successful.

3. APPROACH & METHODOLOGY:

3.1 Overall Approach:

CSM team followed a consultative approach, wherein the entire assignment was divided into various phases; and experts and other team members at each stage were involved for information gathering/ analysis of information/ preparation of report and delivery of the stated objective. This would enable better clarity to the client and help in better execution of assignment. At the end of execution of every stage would result in a deliverable to explain the outcomes of a particular stage and its relevance on the next stage of the execution and way forward.

Various stages of execution as depicted in the below given diagram, their scope and generic outcomes are explained in subsequently.

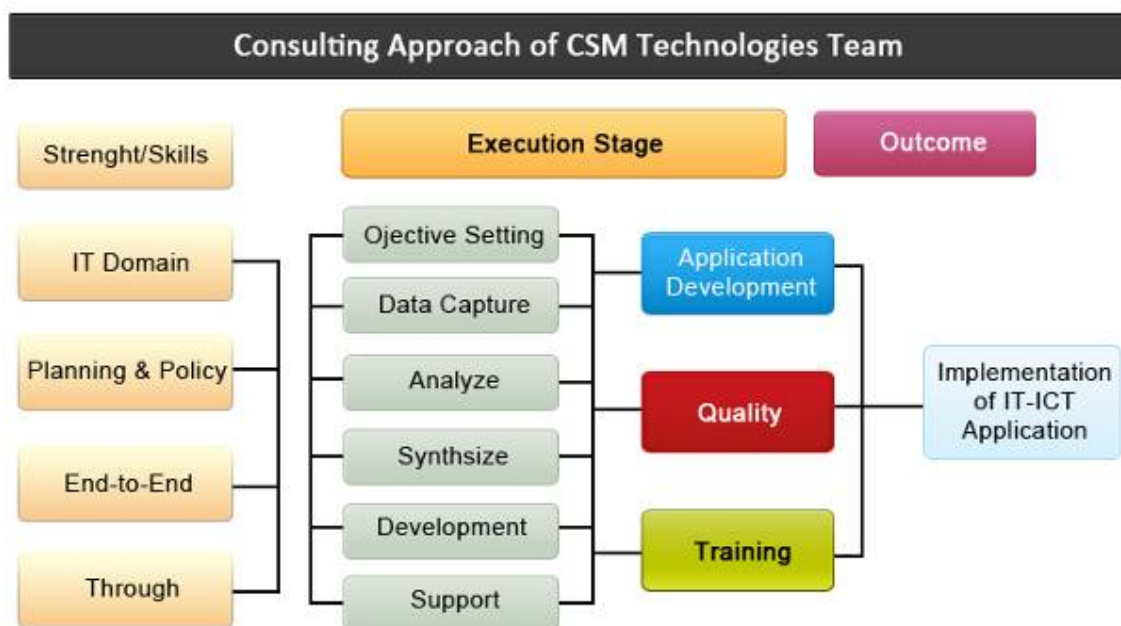


Figure 1: Consulting Approach of CSM

3.2 Overall Methodology:

A well planned methodology was adopted for as-is study. The study was done through meetings, interviews, discussions and through structured questionnaires. This enabled us to understand the processes for present delivery of the services along with actors/officers and participant involved in service delivery. In addition, at the same time this established the inputs and outputs at various process steps.

All documentation and information flow captured during the process/As-Is study is analyzed to establish data requirement at process steps. In addition, present level of automation along with level of preparedness of IT infrastructure and Human

Resource capacities pertaining to ICT intervention is captured to establish the areas of concern and hence develop suitable strategy through IT infrastructure planning and enhancement of HR capabilities.

CSM Team followed the following steps/work stages for this IT-ICT strategy formulation project in all the identified phases of the assignment. The stages are –

- Objective setting
- Data Capture
- Analysis of data
- Prioritizing
- Synthesizing
- Roadmap

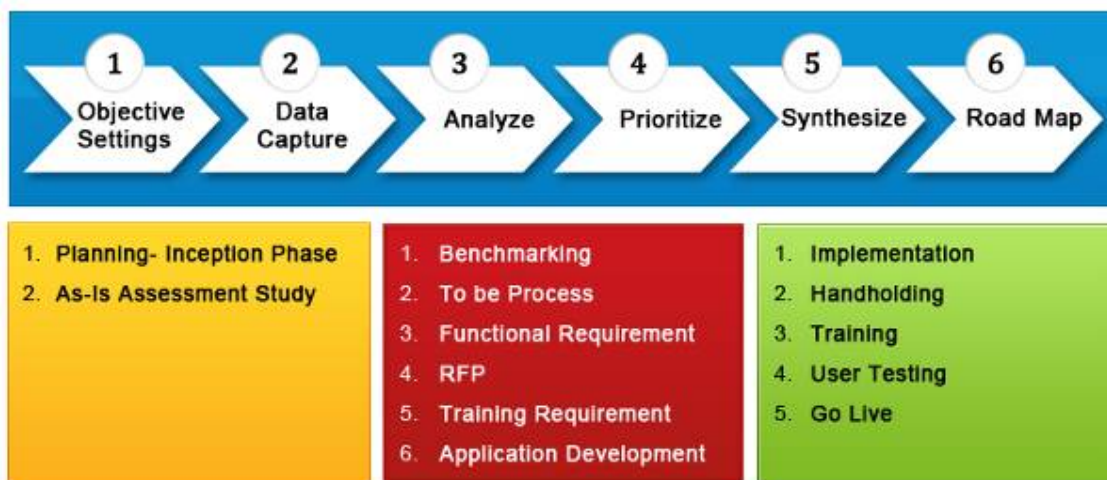


Figure 2: IT-ICT Formulation Stage

3.3 Methodology Adopted For As-Is Process Study

3.3.1 Identification of services

On a broad level, there are two categories of services, Core Services and Non-Core services, as per the OWD guidelines. In order to finalize on the services under the OWD, the various Core and Non-Core services which are rendered exhaustively under the Circle & division level has been identified, as per the OWD guidelines. These identified services have been listed in order of the demand/volume generated.

3.3.2 Prioritization of Services

To initiate the process improvement exercise, a prioritization exercise was undertaken to select services to be covered under the project. This prioritization is based on defined criteria's like Volume, Importance for Govt., Availability of Quality data, Potential improvement in service level, Reliability and Level of Automation.

3.3.3 Process Analysis

As part of this stage, exhaustive data capturing exercise has been undertaken keeping in view of 3 major elements - People, Process and Technology. Meetings & Group discussions were conducted with various sections and departments coming under the OWD Administration and also with the process owners to understand the vision, objectives and major functions of the department and also to understand the key processes at a macro level. Subsequently a detailed process study has been conducted at OWD offices.

- To study the workflow of activities
- To prepare the As-Is Process Flow Diagrams
- To study the IT readiness and the existing IT infrastructure
- To identify the areas of operation as per priority
- For Documentation and validation

3.3.4 Data Collection

Various data collection toolkit planned for this IT-ICT project. The objective was to achieve detailed collection of information / data required to meet effectively the stated objective of the project. Following data collection method were adopted by the consultant for the project.

- Focus Group Discussion
- Personal Interviews
- Questionnaire
- Checklist for gathering process information

Focus Group Discussion: Focused Group Discussions were conducted with departmental officials and resource person for various departments. This helped to understand the gradation of the process and deviation of the process from stated standard process flows for the service.

Process was discussed with all the departmental heads and key resource person to identify the problem areas and the required improvement in the existing process to provide better service delivery interface to the citizen. Discussion also used as a medium to assess need for changes in the Act, Rule, Government order, Departmental orders and local orders.

Personal Interviews: Personal interview were conducted at various level of departmental hierarchy. The interviews were conducted with the perspective of understanding the existing operational context of service delivery for the selected services.

Questionnaire: A standard questionnaire was developed for the purpose of collecting all required information related to service, attached in Annexure-3. All related documents, copies of Acts, Rules, Government, Departmental and Local Orders, existing forms and formats, etc were collected.

Checklist: A process checklist within the team was used for vetting the information captured during the entire exercise and to ensure no information is missed during the field study.

In order to understand the statutory rules, regulations and guidelines followed by the department in performing its operation the team has gone through the OPWD Code and Manuals. Various circulars issued by the department are also taken into consideration.

3.3.5 As-Is Process Documentation Approach

The data collected at the field level is organized into meaningful information in As-Is Report. Approach followed to develop as-Is process is given below:

1. Services identified are categorized on wing and unit basis.
2. Organization structure was prepared for the identified wings.
3. Documented manpower details wing and unit wise.
4. Entered Hardware and software details for each wing and unit.
5. Documented service wise, as-Is process under each wing.
6. Service wise As-Is Process involves process summary, process maps, process description, service level involved and process analysis.
7. Steps 2 to 6 are used to capture the entire As-Is Process for all the services falling under each wing.

4. ABOUT OWD

The main functions and responsibilities of Orissa Work Department are Construction, repair and maintenance of buildings, roads, bridges and other related structures financed from the state and capital budget allocations in Orissa.

4.1 Institutional Setup

The OWD is headed by a position of Engineer-in-Chief (EIC)-cum-Secretary who holds both technical responsibility for OWD and as “Secretary” exercises administrative control of the OWD. The EIC-cum-Secretary is physically placed in the Secretariat Building and operates as the senior liaison between Government and the OWD.

In the OWD, there is one EIC (Civil), 8 Chief Engineers (CE DPI & Roads, CE Buildings, CE National Highways, CE World bank Projects, CE Research Development & Quality Promotion, CE-Cum-Chief Manager, CE Directorate of Design, Chief Architect), and one Managing Director (in Chief Engineer rank) of Bridge & Construction Corporation who report to the EIC-cum-Secretary. Each Chief Engineer is responsible for a functional unit called ‘wing’. The senior most CE holds the title of EIC (Civil) and, is responsible for all the administrative functions of the OWD including financial reporting and personnel matters.

There are 50 (R&B) divisions, 15 NH divisions, 4 general electrical divisions, 4 mechanical (R&B) divisions and 2 general public health divisions, 4 Quality Control divisions in the state (*Refer Annexure I & II*). A brief description of each wings are as follows:

EIC-cum-Secretary

OWD is headed by a position of Engineer-in-Chief (EiC)-cum-Secretary who reports to the Minister of Works. As “Engineer-in-Chief” this position holds technical responsibility for OWD and as “Secretary” exercises administrative control of the OWD. The EiC-cum-Secretary is physically located in the Secretariat Building and operates as the senior liaison between Government and the OWD.

Engineer-in-Chief (Civil)

The post of Engineer-in-Chief (Civil) was created in the year 1995 under Works Department for administrative efficiency. The office of Engineer-in-Chief(civil) is physically located in the Nirman Soudha, Unit-5, Bhubaneswar. The offices of Chief engineer(Roads), Chief Engineer (World Bank Projects), Chief Engineer (Buildings), Director of Design, Chief Architect, Superintending Engineer, Central (R & B) Circle, Superintending Engineer, Electrical (R & B) Circle, Superintending Engineer, General Public Health (R & B) Circle, Bhubaneswar and State Procurement Cell headed by

Chief Manager (of C.E. rank) are furnishing in this building. The main administrative functions of EIC are general monitoring of matters relating to road, building and bridge works of (R&B) Wing. The Engineer-in-Chief (Civil) conduct regular monthly review meeting of all the P.W.D. works under (R&B) Wing with concerned Chief Engineers and Superintending Engineers and submit the report to the Government by 15th instant of the succeeding month.

Roads Wing

The head of the Roads Wing is a Chief Engineer. This wing is responsible for the maintenance and upgrading of existing SHs, MDRs and ODRs and construction of new roads in the state. The field offices of this wing is distributed at seven geographical locations i.e. Bhubaneswar, Balasore, Berhampur, Sambalpur, Cuttack, Jeypore & Keonjhar and a specialist Mechanical Circle at Bhubaneswar, each headed by an SE reporting to the CE.

Directorate of Design

After restructuring of the cadre, one Director of Design in the rank of Chief Engineer has started functioning who deals with the design and planning activity for any road, bridge or building works taken up by OWD in the state. This wing is headed by the Chief Engineer (Design, Planning and Investigation) and he reports to the EIC-cum-Secretary. Currently Roads and DPI is handled by one Chief Engineer and designated as Chief Engineer (DPI & Roads).

Research, Development and Quality Promotion Wing

Chief Engineer (RD & QP) looks after the research, development and quality promotion activities. CE (RD&QP) reports to EIC-cum-Secretary. This wing is having six numbers of Zonal laboratories located at different strategic places in the state to ensure quality control and quality assurance on all works executed through all Chief Engineers of OWD.

Buildings Wing

Chief Engineer Buildings heads this wing which is responsible for construction of public buildings as well as maintenance of the same. These buildings are constructed & maintained on behalf of different departments and directorates. CE Buildings reports to EIC-cum-Secretary.

National Highways Wing

Chief Engineer, National Highway looks after the improvement and maintenance of national highways. There are 3 circles and 15 divisions who reports to CE, NH. The CE, NH reports to EIC-cum-Secretary.

World Bank Projects Wing

In order to monitor the projects that are assisted by World-bank the World Bank Projects wing has been established. The Chief Engineer, WB heads this wing and reports to EIC (CIVIL) and EIC-cum-Secretary. The NABARD assisted projects and the core road networks projects are also looked after by CE, World Bank Projects.

Orissa Bridge & Construction Corporation Ltd.

Orissa Bridge & Construction Corporation Limited (OB&CC) was incorporated on 01.01.1983 under Companies Act, 1956 as a Govt. Company. It is a Government Company sponsored by Odisha State Government within the meaning of section 617 of the Companies Act. Since its inception, it is working as a Govt. of Odisha undertaking Organization.

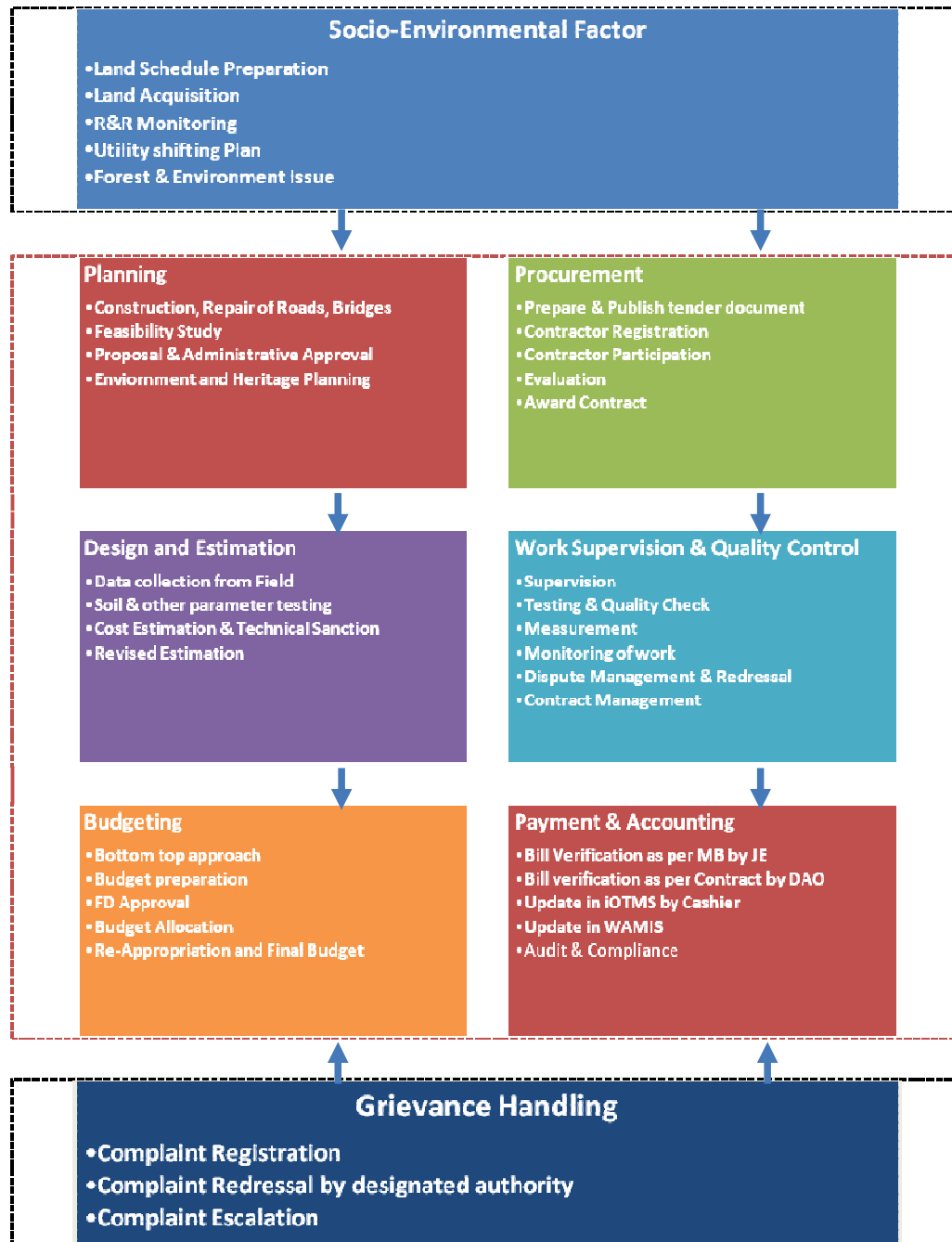
Chief Architect

The Architectural wing of the state was set up in the year 1945 for designing & Planning of the Government building in the urban areas and particularly for the Capital city, Bhubaneswar. For a pretty long time it was attached to the office of the Chief Engineer (R&B) Odisha under the administrative control of works department. Recognizing the importance of Planning & Architectural designing developments in the management of building projects, the Government of Odisha created a new Heads of Department i.e, Office of the Chief Architect, Odisha vide General Administration Department Order No. 18183 dated 22.10.1986, conferring full administrative & financial power on the Chief Architect, Odisha as Heads of Department under rule-20 of the Odisha Service Code. This Office is functioning as an independents Heads of department since October, 1986 after duly bifurcated from the office of the Chief Engineer (R&B) Odisha as per Works Department order No. 32135 dated 12.11.1986.

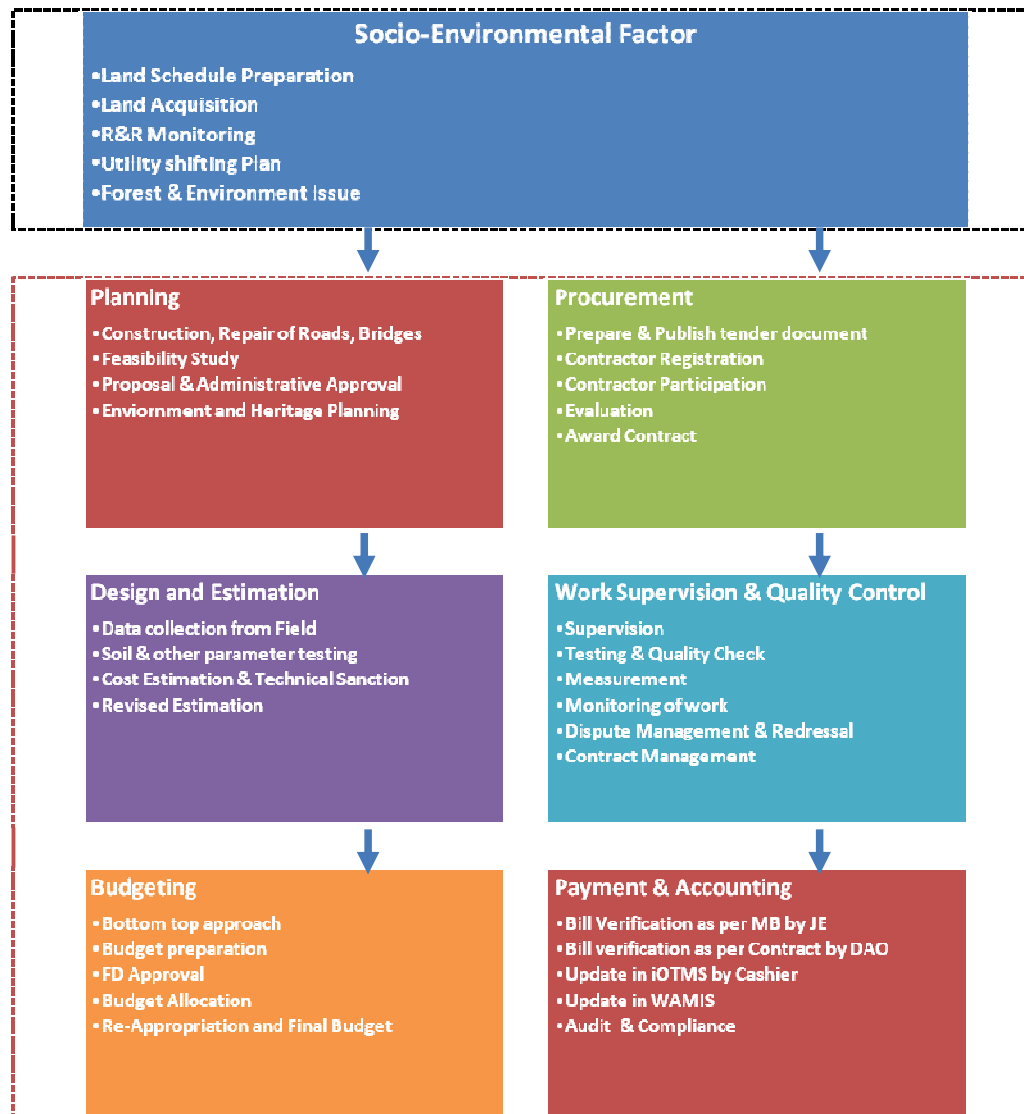
E-procurement

With the objective of supervision of full roll out of e-procurement in the four Engineering Departments of the State, Government have constituted the "**Sate Procurement Cell**" under the administrative control of Works Department with EIC (Civil), Orissa as the Chief Procurement Officer vide Works Department O.M No.8904 dt 06.05.2008. This wing is headed by Chief Engineer cum Chief Manager (Tech) of the State Procurement Cell, Govt. of Orissa This cell takes care of e-procurement for any department under Govt. of Odisha .It is known as State e-Procurement Cell where **OWD is the nodal** department for implementation of e-procurement.

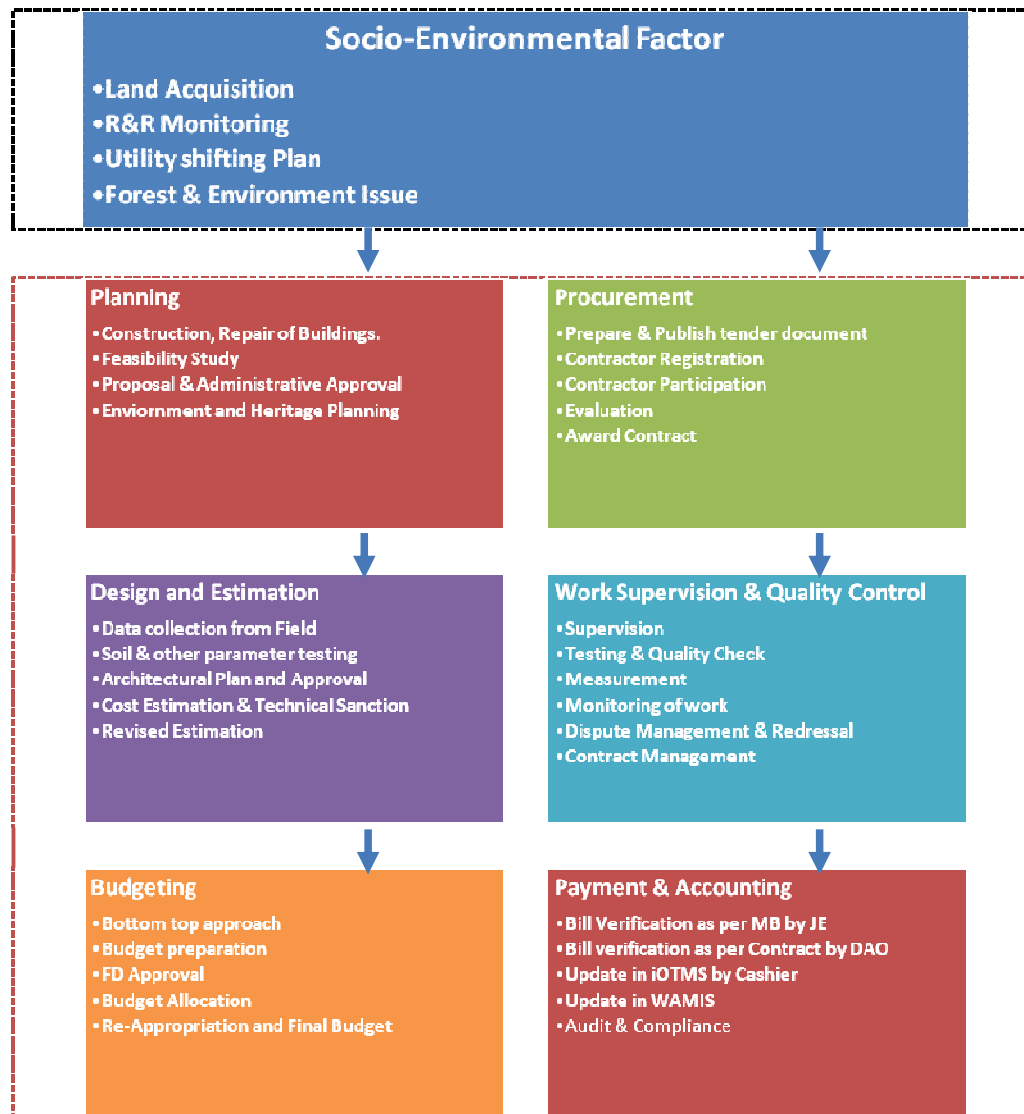
4.2 Sectorial Activities: World Bank Projects



Road Wings



Building Wing



4.2.1 Planning

- Various options are identified for a new construction, improvement or special repair work of a road or bridge or building.
- Feasibility study is made for new construction with all the options and the site for new construction is finalized. Various options are prioritized for taking up the maintenance and repair work.
- A proposal is initiated for a new construction which includes the tentative cost of the project and the proposal is submitted to government for approval.

4.2.2 Design and Estimation

- Upon approval of a project and sanction of 15% of the project cost by the legislation (except the assured projects by government) various field data are collected along with the exploration of foundation soil and the same is sent to laboratory for testing.
- Depending upon the field data and test result of the explored foundation soil a design is prepared for the roads or Bridges by the design wing of the OWD or a architectural plan is prepared by the Architect wing of OWD for construction of a building and sent to the design wing to prepare the design for the building.
- Basing on the design prepared by the design wing detail estimate is prepared by the JE of a concerned division which is vetted by the AE and EE of the concerned division and sent to the Head Office.

4.2.3 Budgeting

- Upon approval of the government on various identified projects a budget is presented for the department.
- The budget is sent to the Finance Department for approval.
- Upon approval of the budget by the Finance Department the fund is sanctioned under various heads of account which is notified to the department and the fund is sanctioned through IOTMS.
- The fund requirement for the approved projects is placed under various schemes of state government / central government or may be placed for sanction of funds from any funding agency such as World Bank or NABARD etc.

4.2.4 Socio-Environmental Factor

- The land schedule is prepared by the Land Acquisition Officer for acquisition of land if required for widening of roads along with the encroachment details on the land if any.

- As per the LA and RR act the land is acquired and the Rehabilitation and Resettlement facility is provided to the Project Affected people.
- Proper Utility Shifting plan is made and executed for shifting the existing facilities on the land.
- Various environmental issues arising for the project are addressed and the proposal is initiated for obtaining the forest clearance as per the guidelines of Govt. of India and Govt. of Odisha for works inside forest area.

4.2.5 Procurement

- After getting the estimation done by field office and its sanction the procurement process starts.
- Tender document is prepared and published for procurement of vendor through e-Procurement.
- To take part in the tender process a contractor is required to be registered under the department and a license is issued to this effect which enables him to take part in the bidding process.
- Contractors download the tender document form the e-procurement portal and upload the proposal to the same through their digital signature as per the eligibility criteria mentioned in the document.
- The department authorities download the proposal using their digital signature from the e-Procurement portal along with the auto generated comparative statement as per the pre defined time frame.
- The evaluation of the bidders is done and the contractor is selected by the competent authority for execution of work in accordance with the OPWD code and clauses of DTCN.
- The contract is finalized and signed by the EE of the concerned division on behalf of government and the contractor.

4.2.6 Work Supervision and Quality Control

- The work is supervised by the engineers of the concerned division during execution.
- Supervision consultants are engaged for big projects upon approval of Govt. of Odisha and World Bank.
- Items used by the contractor are sent to the Laboratory for testing before execution and quality check is done during execution as per IRC norms.

- The work executed are measured and recorded by the junior engineer and check measured by Assistant Engineer of the department and the progress of work is monitored as per the terms and condition mentioned in the contract by the Executive Engineer.
- Monitoring and Control is done by higher level officers such as Superintending Engineers and Chief Engineers.

4.2.7 Payment and Accounting

- The contractors raise the bill for payment at various stages of the project.
- The field engineers verify the bill of the work executed and record all the details in a Measurement Book which is issued by the name of the JE concerned for this purpose.
- The bill is verified by the Divisional Accounts Officer in light of the contract and passed upon satisfactory verification by the Executive Engineer concerned.
- Upon passing the bill a check is drawn by the cashier against the appropriate account number and the payment details are maintained in the IOTMS.
- Upon payment to the contractor the Cashbook is updated and the accounts detail is maintained in WAMIS.

4.2.8 Grievance Handling

- The WBP wing and NH wing have complain handling system.
- This system facilitates common citizens and various stakeholders to lodge complain.
- These complaints are circulated to the concerned officers through the designated Complaint Handling Officers.
- Proper compliance is given to the complainant within a stipulated time period.
- Various RTI related queries are handled as per RTI guidelines.

4.2.9 Office Establishment

- This section attends to the recruitment of new employees to the department when required and creation & maintenance of Service Books and monitoring the personal file of each employee.
- It also monitors the CCR of all the employees.
- Leave sanction and salary processing is done under this section.

- It takes care of the transfer and posting of the employees.
- Retirement file processing of the employees along with sanction of pension is also done under its' activity.
- This wing initiates disciplinary action when called for including framing of charges and inflicting punishments.

4.3 OWD Schemes & Approvals

During As-Is Study, the consultants came across number of common practices, planning process, procurement procedure, contractors registration, approvals, agreements & work execution and IT infrastructures etc through which OWD executes and discharge its duties. Those practices, process and IT infrastructure are given below:

4.3.1 Planning Process:

Funds are allotted to OWD for execution of works under two major schemes for road sector by GoO (Government of Orissa). These funds are:

- Plan scheme (Capital)
- Non-Plan scheme (Revenue)

The Finance Department, in consultation with Planning and Coordination Department of Government of Orissa, allocates funds to OWD in the Annual Plan for both Plan and Non-Plan schemes. Works executed under Plan scheme are original in nature. OWD prepares the Annual Plan in consultation with the concerned Chief Engineers. Each work is allocated budget keeping in view the requirement for on-going works and new works included in various schemes by the Government from time to time. The requirement proposed by the division offices is also considered after it is discussed with the planning wing of the office of the Chief Engineer. Priority is given to the projects during planning with reference to the assurance given by the Govt. to the public and public representatives.

A lump sum amount is provided under Non-Plan scheme, to the respective Chief Engineers, mainly for the maintenance of roads on the basis of Annual Maintenance Plan. Chief Engineer (DPI & Roads) allocates funds to divisions, based on length of different class of roads to be maintained, and requirement for better connectivity within the limitation of funds provided. Some new works are also executed under Non Plan scheme with the approval of competent authority.

4.3.1.1 Plan Schemes

Under the Plan schemes, funds are made available from different sources as mentioned below:

Road Development Program (State Plan Normal):

Under this scheme, the State Government provides funds for construction of bridges, ROBs and flyovers, up gradation and strengthening of important roads; land acquisition, capacity building etc. The Annual Plan is formulated keeping in view the target envisaged in Five Year Plans. OWD includes projects on priority basis, which would yield quick result to the satisfaction of public as well as to complete more of major ongoing bridges and road projects.

NABARD Loan Assistance:

Government of India has set up a scheme called Rural Infrastructure Development Fund (RIDF) operationalized by NABARD for financing on-going as well as new Infrastructure projects. NABARD loan assistance is a major source of funding for construction of bridge projects and up gradation of roads. Only the MDRs and ODRs are included in this scheme.

OWD puts up the projects to be implemented under this scheme before a 'High Power Committee' headed by Development Commissioner-cum-Additional Chief Secretary. After obtaining approval of the Committee, required formalities for implementation of the project are taken up.

Central Road Fund:

Under this scheme, roads and bridges are improved using funds available from Government of India as Central Grants. Funds are made available for construction of new bridges and up gradation of roads through this major scheme.

Roads of Economic Importance under E&I Scheme:

Under E & I scheme, Government of India sanctions funds to OWD for road projects on cost sharing basis in the proportion of 50% by state and 50% by GoI.

Interstate Connectivity:

Government of India provides funds to OWD for improvement of roads of interstate importance under this scheme.

Left Wing Extremism (LWE) Scheme:

At the request of GoO, Government of India provides funds for the improvement of road network in Naxal-affected districts like Malkangiri, Rayagada, Deogarh, Sambalpur and Gajapati in Orissa.

Finance Commission Grant:

Finance Commission makes provision in Five Year Plan for repair and maintenance of roads under this scheme. GoI keeping in view the provision made in Five Year Plan releases funds annually.

External Funding: Orissa State Roads Project (OSRP)

The World Bank has agreed to provide loan for funding Orissa State Road project (OSRP) being implemented through Orissa Works Department (OWD). The Project Development Objective (PDO) of World Bank is to remove transport bottlenecks in targeted transport corridors for greater investment, economic and social development activities in the State of Orissa and formulation & implementation of a

well-developed IT-ICT strategy in OWD to enable e-management of Roads and Funds. The World Bank completed the loan negotiation for the Orissa State Roads Project (ORSP) in July 2008 for an amount of US\$ 250 million. The loan has a funding ratio of 80: 20 between the World Bank and the State Government. The loan agreement was signed in January 2009 and the loan became effective from April 15, 2009. Furthermore, the World Bank has also funded engagement of consultants for preparation of DPR, Asset Management System, and Road Sector Institutional Development.

Additional Central Assistance

Govt. of India sanctions fund for new construction of road as well as maintenance and special repair of roads under state government under Additional Central Assistance.

Deposit Works

Odisha Works Department is responsible for construction of buildings for other government departments hence various other departments deposit fund to the Odisha Works Department for construction of building for which the requesting department allots land for the construction work.

Revised Long Term Action Plan (RLTAP)

A Revised Long Term Action Plan (RLTAP) for the KBK districts (Kalahandi, Bolangir and Koraput) was submitted to Government of India on their advice in 1998. The project was prepared in a **sub-plan mode** to address the peculiar socio-economic problems of this chronically poor region which is also geographically contiguous. This project envisages an integrated approach for speeding up the socio-economic development of this region by synergizing effectively the various developmental activities and schemes under implementation both in Central as well as State sectors. Fund is sanctioned for development of roads and construction of other facilities.

Public Private Partnership Mode

In this component the Government invites potential Private Entrepreneurs to invest in developing the Projects. However, the cost of preliminary studies and other statutory expenses is borne by the State.

4.3.1.2 Non-Plan

GoO releases funds under Non-Plan scheme on lump sum basis to OWD for maintenance of roads under OWD. The Chief Engineer, (DPI & Roads) allocates this fund to all divisions based on road lengths and the needs for better connectivity. Funds allotted under Non-Plan scheme are normally utilized for maintenance of

roads, but at times, a part of it is also utilized for original nature of work, which however requires special approval.

4.3.1.3 Studies and Design

Survey and investigations are carried out for all new works under the Plan scheme. For major road and bridge projects, consultants are engaged for preparing Detail Project Report (DPR). OWD has a special wing for designs. This wing is headed by Chief Engineer (DPI and Roads). Chief Engineer assisted by one Superintending Engineer, three Executive Engineers and some AEs and AEEs is responsible for finalizing the design at the head office.

4.3.1.4 Estimates

After finalization of designs, detailed estimates are prepared at the division level, referring MoRT&H "Specification for Road and Bridges Works" and related IRC publications. Costing of works is done on the basis of state Schedule of Rates which is revised from time to time. There are separate Schedule of Rates for three different zones(RDC circles).

4.3.1.5 Approvals

There are three essential prerequisites for commencement of all works under the Plan scheme. They are:

- Administrative Approval
- Technical Sanction
- Allotment of Funds

Administrative Approval (AA)

The Administrative Approval (AA) is the formal acceptance of a proposal by the competent authority as per the financial rules & OPWD codes and approval. All works executed under Plan scheme either for roads or for bridges, require AA by a competent officer of OWD. The Divisional Officer i.e. Executive Engineer submits the plan and estimates to the Chief Engineer, through Superintending Engineer, for obtaining the AA. The Chief Engineer, after due scrutiny of the estimate, sends it to the competent authority. Powers to accord AA, as mentioned in OPWD Code Vol. I, are periodically reviewed and amended. As per the latest amendment of 11.10.2006, OWD officers exercise the following powers to accord Administrative Approval: so far as communication is concerned.

- | | |
|------------------------------|-------------------------------------|
| 1. Engineer in Chief (Civil) | -Works costing up to Rs. 5.00 crore |
| 2. Chief Engineer | -Works costing up to Rs. 3.00 crore |
| 3. Superintending Engineer | -Works costing up to Rs. 8.00 lakh |

The GoO (Secretary of Works) has full power to accord AA for estimated cost beyond five crore Rupees.

Maintenance works under Non-Plan scheme do not require AA. However, if a new work is required to be executed under Non Plan scheme, similar procedures are followed for obtaining AA.

Technical Sanction

After Administrative Approval, actions are initiated for according Technical Approval for execution of the work. The detailed estimate for the work is scrutinized by the competent authority to accord Technical Sanction so as to ensure that the design is adequate and the estimate is accurate with respect to quantity and rates. The following officers are empowered to accord Technical Sanction as per OPWD Code Vol-I.

- | | | |
|-------------------------------------|---|----------------|
| 1. Engineer-in-Chief (Civil) | - | Unlimited |
| 2. Chief Engineer | - | Unlimited |
| 3. Superintending Engineer | | |
| a) Original Works | - | Rs. 3.00 crore |
| b) Repair Works | - | Unlimited |
| 4. Divisional Officer | | |
| a) Original Works | - | Rs. 50 lakh |
| b) Repair Works | - | Rs. 50 lakh |
| 5. AEE/ AE (Sub Divisional Officer) | | Rs. 30,000/- |

Allotment of Funds

'Allotment of Funds' is the provision of funds in the Annual Budget to meet the expenditure on a specific work. After obtaining AA and Technical Sanction, follow up actions are taken to invite tenders, if funds are provided in the budget.

4.4 Works Procurement:

4.4.1 Registration of Contractors

The works whether Plan or Non-Plan are normally executed through contractors by inviting tenders, except for works of emergent natures like flood and cyclone damages. Such works, costing up to Rs.50,000/- can be executed without calling for tenders with approval of competent authority. The OPWD code provides enlistment criteria for registration of contractors. There are six classes of contractors who are registered at different levels like Superintending Engineers, Chief Engineers and Committee of Chief Engineers. The qualification, solvency, experience and machineries available with the contractors are some of the major criteria considered for registration. Registering authority for different classes of contractor and financial limits of contractors for tendering is given in Table 7.1.

S.No.	Contractor's Class	Registering Authority	Financial Limit of Contractors for Tendering
1	Super Class	Chief Engineer's Committee	Rs.3.00 crore and above
2	Special Class	Chief Engineer's Committee	Rs.1.00 crore – Rs.8.00 crore
3	'A' Class	Chief Engineer's Committee	Rs.20.00 lakh – Rs.3.00 crore
4	'B' Class	Chief Engineer	Rs.10.00 lakh – Rs.1.00 crore
5	'C' Class	Superintending Engineer	Up to Rs. 20.00 lakh
6	'D' Class	Superintending Engineer	Up to Rs. 10.00 lakh

Table 1: Contractor Registration Criteria

4.4.2 Procurement

Tenders are invited only after completion of all formalities like Administrative Approval, Technical Sanction and Allotments of Funds. Tenders are invited by the officers competent to accord technical sanction to the work, within their financial limit. There is one e-Procurement Cell in GoO, which is responsible for monitoring tenders published on websites. A Chief Engineer heads this cell. Tenders for works costing up to Rs.10.00 lakhs are published in newspapers. However, tenders for works costing more than Rs.10.00 lakh but within Rs. 20.00 lakh are published on the web sites of GoO, besides publication in newspapers. Tenders for works costing more than Rs.20.00 lakhs are also published on websites and in newspapers, but these tenders are invited in double cover, one for Technical proposal and the other for Financial proposal and e- procurement model is followed. Prequalification criteria are followed for works costing more than Rs.100.00 crore. Tenders are received by the authorities inviting the tenders and are accepted by the competent authorities eligible for Technical Sanction excepting SEs. SEs are empowered to accord Technical sanction for

work value up to Rs. 3.00 crore, but they can accept tenders costing up to Rs.2.00 crore.

4.4.3 Agreement

After acceptance of tenders by the competent authorities, the Divisional Officer on behalf of OWD executes agreements. There are four types of forms for execution of agreement.

1. G2 Form : For lump sum contract
2. H2 Form : For Supply of materials
3. P1 Form : Percentage based contract in lieu of F2 form
4. F2 Form : For item rate contract
5. K2 Form : For emergent nature of works up to Rs. 10,000/- which are awarded without calling for tenders

Note: P1 forms are now mostly used for all works. Form in which agreement is to be executed is mentioned in the tender.

4.4.4 Work Execution and Supervision

Work order for execution of work is issued by the divisional officers after the agreement is signed by the contractor and the divisional officer on behalf of OWD. Thereafter the work, as per plan and estimates, are executed. The divisional officers assisted by AEs/AEEs and Junior Engineers are responsible for execution of work in accordance with specifications and drawings. SEs and CE also inspect the works at intervals. The Junior Engineer records the measurements that are spot-checked by AE/AEE and Executive Engineer and bills are prepared at interval of one month for payment to the contractor. The bills are further scrutinized by the accounts section of division headed by Divisional Accountant and the divisional officer releases payment.

The above procedure is followed both for works under Plan and Non-Plan schemes. All rules for timely execution of works, variations etc are followed in accordance with OWD code and as stipulated in the agreement.

4.5 Information Technology Services:

4.5.1 Introduction:

Consultants studied the IT capabilities of OWD offices to gain a good understanding of its present situation related to IT infrastructure, applications deployed and limitations from an information technology (IT) perspective use. This would help us to plan, fill the gaps and to allow the implementation to fit within the overall IT strategy of the OWD.

Consultants assess the IT implementation in OWD head office, and its offices (Circle and divisions) as per the guidelines of World Bank, through a questionnaire (Refer Annexure-3) to determine the current level of IT infrastructure at the OWD. Based on the responses a department wise existing details are prepared which would assist the consultants to determine the appropriate set of features for IT-ICT strategy formulation with the level of sophistication and complexity.

It was found that the OWD has very little IT infrastructure and relies on the Department of Information Technology of the GoO for advanced IT services.

4.5.2 IT Policy

The OWD does not have any specific IT policy related to any of the item listed in Table Review of IT Infrastructure of OWD not even IT wing or IT professional to look after IT infrastructure and its application. They are totally depended on the GoO IT Department and on the AMC organization. The GoO IT department however, has procurement and IT maintenance and management policy. The procurement of hardware and software are undertaken through OCAC (Orissa Computer Application Centre), the nodal agency in the State for NeGP (National e-Governance Program) by following the guidelines in the Extra Ordinary Orissa Gazette (No. 3345-IT-VI-11/2009-IT), January 2010. Refer to Annexure-4.

4.5.3 Hardware

The OWD presently has about 87 PCs at the HQ (Nirman Soudha) and about 2-3 PCs per division and circle office as listed. The processor in the PCs is generally Intel Pentium IV (single core). No database, email, or exchange server is present in the Department. Department wise details are provided in each department's process chapter.

4.5.4 Communication

All the 72 PCs at the HQ (Nirman Soudha) are connected through high speed LAN network through sub-gigabyte switch and CAT 5 specification cable. Broadband Internet connection (shared) up to 512 mbps is available at various divisions and HQ.

Works Department website (<http://www.orissa.gov.in/works/index.htm>) is maintained by the State Portal Group, IT Centre, Department of Information Technology, and Government of Orissa. It has general information related to functions and responsibilities of the Department, policy, procedures, information like Annual Reports, Demand for Grant, Schedule of Rates and awarded tenders, contractors etc. The information provided is mostly outdated. The other website <http://osrp.gov.in> maintained in-house by the Work Bank Projects provides updated information about the Orissa State Road Project being implemented in Orissa.

4.5.5 Software/Applications

The OWD uses Microsoft Windows operating system on their PCs along with Microsoft Office as listed in Table-7.4.1. The use of office productivity tools are limited to word processing and spread sheet software. Design and drawing software AutoCAD (various versions) was found to be in use in some divisions and in HQ. Recently some of the Applications are developed by secretariat and also implemented in OWD offices to use in the OWD offices for some their day to day works.

These applications (*Refer annexure-5*) are as follows:

OWD applications are:

- e- Procurement - Tendering
- OWD e -Dispatch

Secretariat application which are implemented in OWD offices:

- WAMIS - Works and Accounts Management Information System
- IOTMS – Integrated Odisha Treasury Management System

Applications which are used Secretariat only:

- OSWAS (Orissa Secretariat Workflow Automation System) – File Tracking System
- HRMS – Human Resource Management System

Review of IT Infrastructure of OWD

.No	Components	OWD's Offices		
		Head Office	Circle	Division
A.	IT Infrastructure/Policy			
1.	IT Department	Does Not Exist (Some of the activities are supported by Odisha IT department)		
2.	IT Procurement			
3.	IT Maintenance			
4.	IT Staff Hiring Policy			
5.	IT Policy			
6.	IT Asset Management			
7.	IT Budget			
8.	IT Training Policy			
9.	In-house - TLC			
10.	IT Library			

11.	Dedicated Internet Lease Line			
B. Software				
B-1 Productivity Tools				
1.	Word Processing	Moderate Usage		
2.	Excel/Spread-Sheet	Limited Usage		
3.	Database Application	Not Used		
4.	Presentation Application	Moderate Usage	Not Used	
5.	AutoCAD			
B-2 Core Functional Applications				
6.	GIS Based Road Management System (RIS)	In the process of implementation		
7.	Bridge Management System (BMS)			
8.	Project Management Information System (PIMS)			
9.	Management Information System (MIS)			
10.	e-Tendering	Exists		
B-3 Support Functional Applications'				
11.	File Tracking System (OSWAS)	Does Not Exist		
12.	Financial Management Application (WAMIS)	Exists		
13.	IOTMS (Treasury System)			
14.	Human Resource Management System (HRMS)	Implementation in Process		
15.	Complaints & Grievances (CAG)	Does Not Exist		
16.	Court Cases & Litigation (CCL)			
17.	Structural Designing Software	Exists	Does Not Exist	
18.	Architectural Designing			
19.	Vendor Registration Application	Does Not Exist		
20.	Electrical & Mechanical (E&M)			
C. Database System				
1.	Desktop Databases			
2.	Server Databases			
D. Operating System/Administration				
1.	Server	Does Not Exist		
2.	Client	Exists		
3.	System Administration & Maintenance	Exists	Does Not Exist	
4.	Security Applications	(Vendor Managed)		
E. Hardware				
1.	Personal Computers/Laptops	87	2-3 per circle	2-3 per division
2.	Server	Does Not Exist		
3.	Printers	41	1-2 per circle	1-2 per division
4.	Scanners	4	Does Not Exist	
5.	Backup/UPS	Exists		
F. Network Connectivity				
1.	Local Area Network (LAN) (No. of Nodes)	72	Does Not Exist	
2.	Wide Area Network (WAN) (Node/officer)	Does Not Exist		
3.	Internet Connectivity	2mbps BSNL	Exist (64-256kbps)	
4.	Department Website	Exists		

Table 2: Review of IT Infrastructure at OWD

5. DEPARTMENT-WISE PROCESS DETAILS:

CSM Consultants Team studied all the departments working and existing process during As-Is Study and all the department wise details are as follows:

5.1 Secretariat – As-IS Study

Discussion:

CSM Team visited the offices of EIC-cum-Secretary, Joint & Deputy Secretary and Financial Advisor of OWD to be acquainted with present IT-ICT implementation in the secretariat and the plan for its implementation in the secretariat and in OWD unit offices. EIC-Cum-Secretary shared his views and plan related to e-Governance and implementation in OWD in near future and also shortcomings in performing the activities and implementation of IT infrastructure and manpower deployment in the department. CSM team met the following officers:

- Asst. Financial Advisor – Mrs.Manasi Dash
- Deputy Secretary – Mr. Manoj Mohanty
- Joint Secretary – Mrs. Bratati Harichandan
- EIC-cum-Secretary – Er. Subhendu Kumar Ray

Asst. Financial Advisor:

This finance section takes care of the projects funded by State Government, any new construction work funded under plan scheme and repair work under non-plan scheme. Chief Engineer sends all the project proposals, which are to be funded by State Government, in hard copy to this section and in soft copy (if asked by the section) through LAN with the specific IP connected to this section. Once the proposals received by this department, is scrutinized and shortlisted, priority given to ongoing project proposals, it is put for sanctioning & kept at Bank of Sanction. On sanction the tender for the project is floated and executed by OWD.

It was understood that the budgetary provisions are sanctioned and distributed by Finance Department through IOTMS to concerned Chief Engineers. Expenditure made by all the divisions is also reflected in IOTMS. All the audit paras received and sent to the concerned divisions and sends it to AG after compliance on compilation manually. All the divisions follow CPWD code for expenditures. All the expenditures of works department are reviewed by Finance Department. Works Minister also reviews all the expenditure quarterly.

All the proposals for revision of rates should come from the field officers but presently it is not happening. This department updates the schedule rate but not every year. All the tenders are finalized by Tender Committee of this section. From

this year onwards, the budget provisions for the buildings of other departments will also appear in their budget.

Deputy Secretary:

It was observed that HRMS is planned to be implemented by the end of June'12 which is an initiative under e-Governance taken by Administrative Reform Cell (ARC) under GA department. All the accounts related works are to be carried out through WAMIS from May'12 onwards. OSWAS is in the process of implementation which will facilitate the e-File movement. OSWAS is only for Secretariat. File register is digitized and e-File number is generated through OSWAS. All the officials have computers starting from ASO and to be connected through OSWAS. After implementation of OSWAS, the manual processing and movement of files will be curtailed.

Database security is present for all the applications implemented in secretariat. An Information Management Unit is constituted to manage all the IT related work.

Transfer, Posting, Advance, Salary Processing, Pension and various other establishment related matters of all the employees in secretariat under OWD are managed in this section.

The authority hierarchy in the secretariat was notified to the study team and the hierarchy chart is as follows:

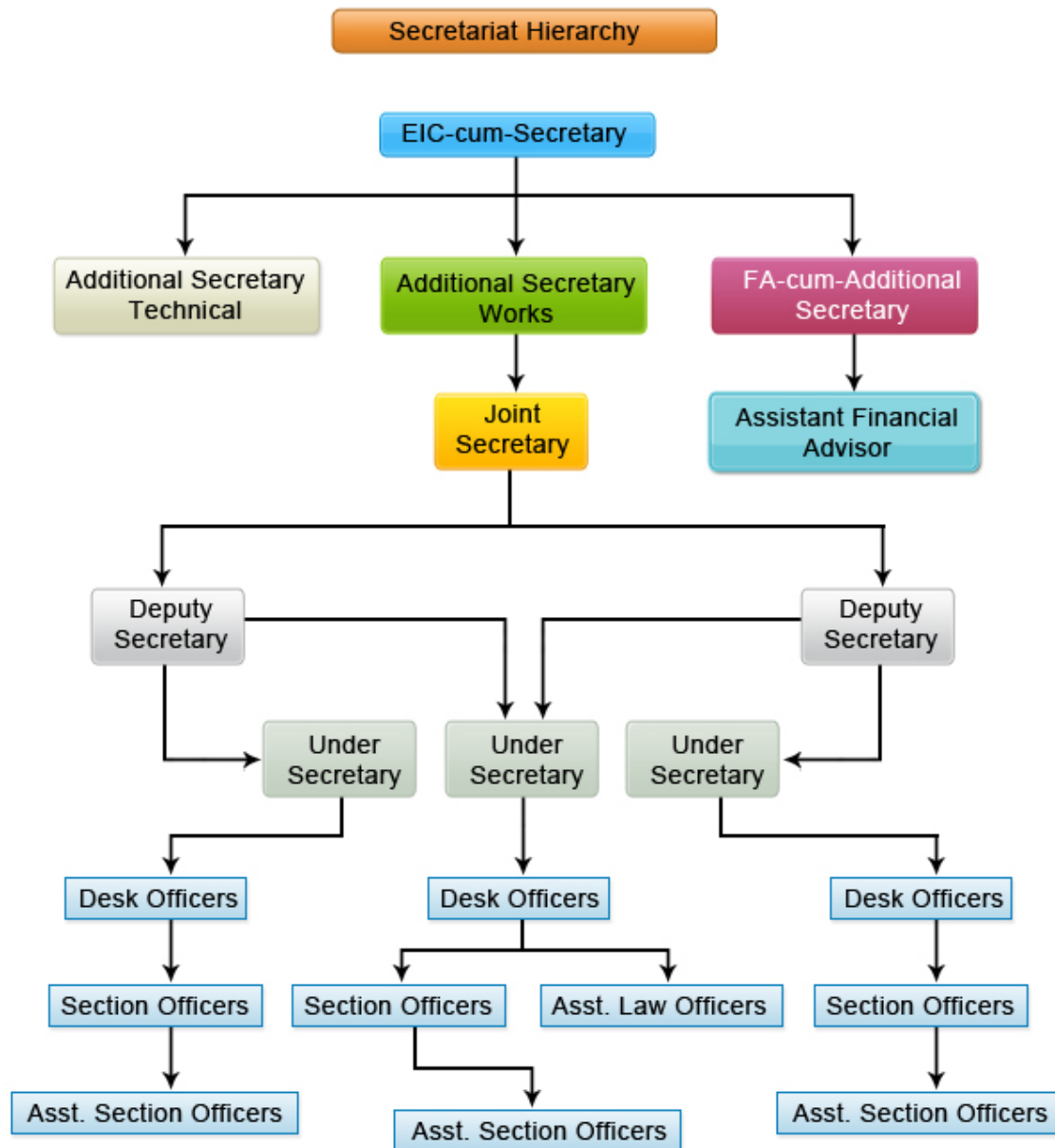


Figure 3: Authority Hierarchy at Secretariat

Joint Secretary (JS):

It is been observed that e-Governance initiatives are taken for all the sections. OSWAS is one of the initiative and it is under implementation for office automation. JS also explains that this office takes care of field establishment, confidential and legal matters. A legal advisor is appointed. This section is also linked with law department. For Law related matters LMS software is to be implemented.

EIC-cum-Secretary:

During the discussion it was evident that all the e-Governance initiatives will be implemented within a span of six months. At present all the communication are through emails apart from the traditional mode of communication. OSWAS a File monitoring system and HRMS are under implementation. All the accounts related

matters are to be managed through WAMIS by the end of May-2012. All the establishment related matters are to be managed through HRMS where the service book automation is already done. OSWAS is implemented for E-file movement in secretariat. OSWAS is operated through LAN and connects all the secretaries. File tracking system is a part of e-governance.

It was further noticed that presently communication with assembly is not made online. Organization restructuring is in progress and new posts are to be created shortly. E-Procurement is under regulation and new rules are being passed to instill compliance in the bidding process. If a contractor's bid is less, & he wins the contract, but does not turn up for signing the agreement then he is to be blacklisted. This rule is to be passed shortly and to be incorporated in e-Procurement. A rule is to be passed shortly to standardize the rules of operation for all the corporations such as OBCC, IDCO, OCC and PHB in a single format

5.2 Engineer-in-Chief (Civil)- As-Is Process

Introduction:

Engineer-in-Chief (Civil) is in overall administrative control of the entire head office, housing Chief Engineer Roads, Chief Engineer Buildings, Chief Engineer World Bank, Chief Engineer Directorate of Design, Chief Manager e-Procurement, SE(Procurement), SE(PH), SE(Electrical), Chief Architect and other non technical offices.

EIC (Civil) is in charge of Establishment sections dealing with Human Resources management including transfer postings of junior engineers, cash section, Empanelment of Contractors their up gradation & renewal. Maintains the register of unemployed diploma holders in a year wise gradation list & forwards names to requisitioning officers of other departments of Govt. of Odisha. Keeps track of RTI cases, Assembly Questions, Parliament Questions & Charge sheets.

Non-Technical – As-IS Process

Introduction:

CSM Team reviewed and studied the following department's officials at OWD HQ regarding their working, processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers: CSM team met the following OWD officials and discussed their working and functions towards the duties assigned to them.

- Er. C.R. Mandhata – Design-IV
- Mr. Ajit Kumar Satpathy - DFO (WBP)
- Er. Bijaya Chandra Tripathy – R&R and Utility Shifting
- Mr. P.K. Nanda – Land Acquisition
- Mr. M.B. Acharya – Financial Advisor &
- Mr. M. Mohapatra – Accounts Officer
- Mr. Subash Chandra Jena – Cashier

Design-IV:

During the discussion it was evident that this unit deals with the entire establishment related matters and all the files and service books of all the employees go to EIC after being processed by design-IV position. A service book is opened at the time of joining of an employee containing all the information regarding identification and service. Along with service book, a personal file is also maintained to keep a record of all the office circulars, activities, letters/documents or communications initiated by the employee or any other authority. If the employee is

transferred to other office, the service book also moves to new office but in case of deputation, the service book remains with the head office for updation and vetting of Accounts General, Odisha.

As per financial rules and OCS the retirement notification is sent to employees three months in advance from the date of retirement. Presently treasury deposits the first pension to the pension holder accounts and subsequent pension cheques are collected by the employee/pension holder from the bank. It is mandatory to submit a living certificate in physical to the bank every year by the pension holder in the month of August. The pension disbursement is governed by Odisha Government Pension rule.

Suggestion:

- Digitization of Service book is very much required and it can be viewed only by authorized users.

DFO (WBP):

At present, this position is only for the WBP and takes care of the forest clearance of the WB funded roads. As per the Govt. rule, if a tree is to be cut, then ten more trees have to be planted. After getting the forest clearance, the trees are cut down and for plantation of adequate number of trees; funds are placed with the forest department.

This unit also checks the drainage system for the roads. For many RoWs through Forest patches proper record of forest clearance is not there. This section also takes care of various environmental issues and wild life issues arising due to construction of new roads. This department also ensures proper wild life crossing of the roads at specific forest patches.

Land Acquisition:

It was noticed by the team that this section deals with the land acquisition for WBP. Presently a register is maintained to record land areas under OWD at each division but this register is not updated and asset list is also not prepared. An Asset Management Consultants has been appointed by OWD and he is preparing a detailed asset list of land records, all the new roads passing through the villages along with the name of the villages whose land has to be acquired.

The villagers with land acquired for road construction would be suitably compensated but the compensation rules are different for agricultural and residential land acquisition. Consultants will computerize the land record of all the lands under OWD and land not under OWD with the help of village maps. These maps will show encroached OWD land.

Problems:

- There is no software used for monitoring the LA activities.
- The amount spent for LA is paid by state government.
- A solution to be designed to find out the requirement of land to be acquired by super imposing the future road plans on the digitized map and from there the proposal for LA to be made. LAO gives the data of the land under OWD but its physical presence is not evident from that.

- RoR is getting digitized but does not cover all the aspects to identify the land properly.

R&R and Utility Shifting:

Presently, this section is functional for World Bank related projects only and it takes care of R&R activities' and Utility Shifting activities, which are done after Land acquisition. For shifting the utilities the concerned line departments such as Public Health, Electricity and Telephone departments etc are notified to shift, build and activate the new facility & deactivate the existing facility with the permission to demolish the old one. The charges for shifting the utilities are paid to all the concerned line departments. JE of the concerned department does the estimation of the utility charges and the Project Manager (EE deputed for that particular project) along with the EE of the concerned division verifies and pass for the payment to the line department. The amount paid to all the line department for utility shifting is added in the project cost. In this process, the major challenges are (a) building of alternative facilities and (b) deactivation of present facility and permission to demolish the same.

There are number of Rehabilitation and Resettlement packages for Govt. Land encroachment and the rules are also different for different types of encroachment and these RR process are implemented through NGOs. A nodal NGO takes care of overall RR activities and is known as implementing NGO (INGO). INGO does the field survey and sends the RR related reports to the concerned project manager (PM) with the help of RR activities for various locations through local NGOs. PM sends the report to the CE for approval. The amount spent for RR activities is added in the project cost. Complaints regarding RR are handled through a Complain Handling System (CHS) deployed in the department.

A private organization, Luminous Infoways, is developing a grievance redresser system. A well developed website is live to disseminate this information regarding RR policies and CHS (Complaint Handling System). This section also handles all the RTI related information in 17 forms.

Process-I:

CSM Team studied the Citizen Grievances Redresser process of R&R problems.

Citizen Grievance Redresser of Rehabilitation & Resettlement Process - I

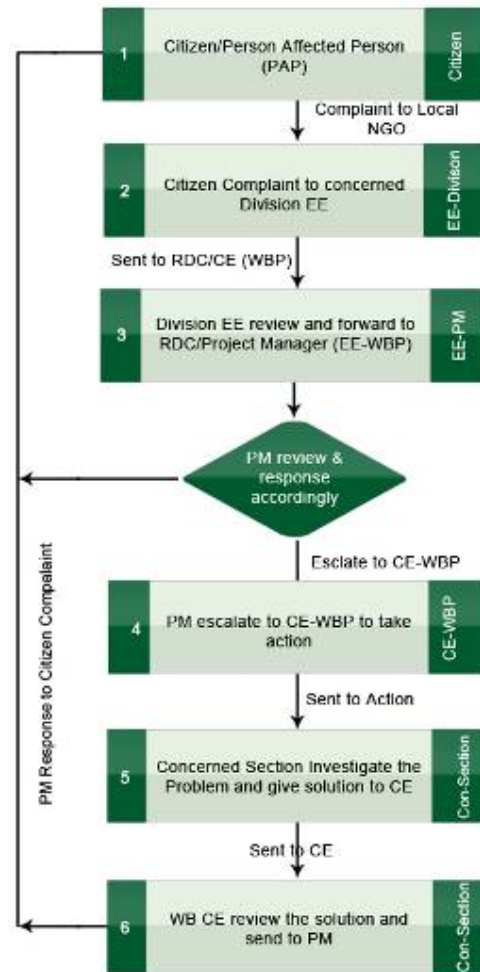


Figure 4: Grievance Redressal on RR

- **Financial Advisor:**

This post is created for World Bank Project in 2009 and for this section; Revenue Department is implementing software, which is being used by RD Department for their day to day accounts related activities. Still a number of changes into this application and other activities are to be implemented in the department to improve it in all respect.

- **Cashier:**

Presently the salary processing is done with the help of Betan Software devised by OCAC. The working and process of this software for releasing the salary was studied by the CSM and the process is as follows:

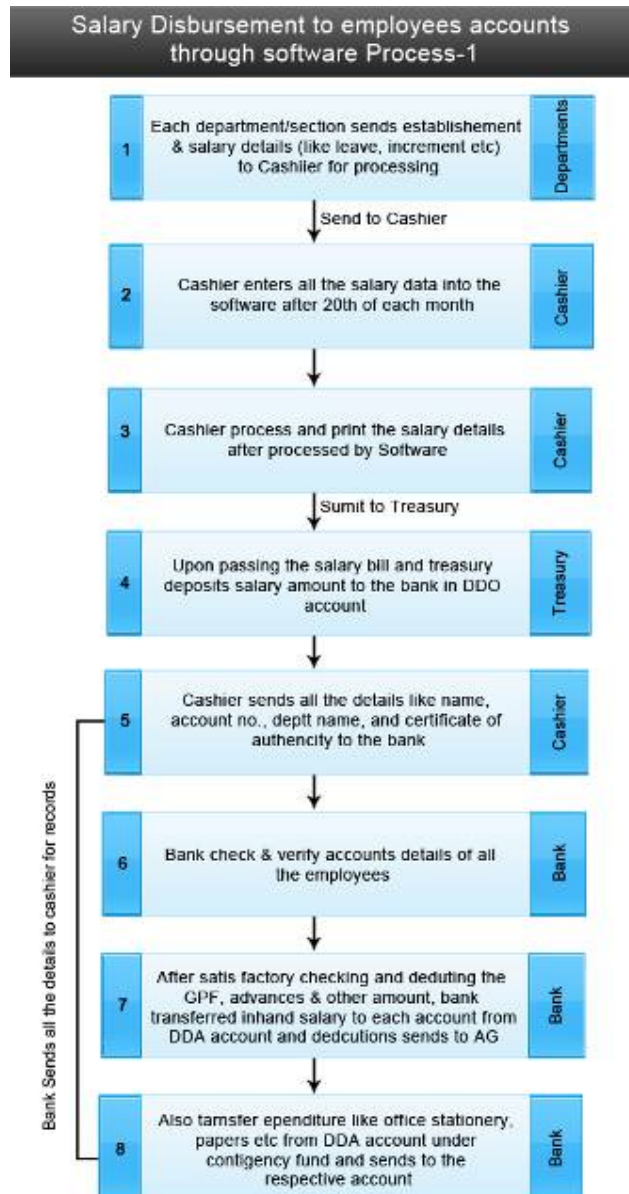


Figure 5: Online Salary Disbursement

- **JE Empanelment**

The applicant details of Diploma candidates are collected from SCTEVT and the panel for empanelment is prepared. Whenever there is a requirement/vacancy the information is posted in the employment news or local newspaper and accepts the applications. The candidates are then selected from the panel in the order of merit.

- A panel gets formed to deal JE recruitment in OWD.
- Only Civil and Electrical diploma holders can avail the facility by following the process through which they will get the job at OWD.

- To get a job, a candidate may have to wait for 1 to 5 years or more years to get their number for getting a job as per availability of vacancy.
- The jobs will be offered based on requirement in departments and it will be served as first in first out service.

The Responsibilities of JE recruitment ...

- Preparation of panel list based on the year and merit list with due regard to ORV act.
 - Collection of result from the council.
 - Publishing advertisement to apply and submitting the credential of applicant.
 - User department provides recruitment to number of post according to the ORV rule.
- **Transfer of JEs**
 - EIC will send the JE list for transfer to the section officer after considering the reports of EE and SE of concerned division.
 - Section officer will forward the order to establishment officer (ER-Technical)
 - Establishment officer will forward the order to SE
 - SE will finally forward back to EIC for confirmation.
 - Communication letter will be issued to the concern division for the JE.
 - The JE has to join in 3 days to the new section or has to request for 1 or more day to hand over his responsibilities to others.
 - The concern division confirms the joining of JE to their section.

Loan and Advances

As per the OCS rules and Odisha Financial rules the employees are provided with 2 types of loans House Building loan and Automobile loan. The fund is allotted by the Finance Department at the beginning of the financial year to Orissa Work department. The loan will be disbursed by the authority from the available funds of first come first serve basis. The employee applies for loan through his drawing & disbursing officer to Government for NH, EIC for R&B, MD for OBCC, Architect Works for Chief architect wings.

The automobile loan is disbursed as per the requirements of the employee in full but in case of House loan the amount is disbursed in phases as per the construction

stages. Works Department gives sanction orders through drawing & disbursing officer with reference to the sanctioned amount.

The loan amount is disbursed taking into consideration the age of the employee, the length of service and his retirement date. The EMI is fixed and after disbursement of 1st loan installment the recovery starts from the next month. Automation of EMI, policy of disbursement is to be maintained and automated.

Whenever a vehicle is purchased the proof of purchase should be submitted to the drawing & disbursing authority. In case of Home Building the plan and estimated cost of the project is certified by the Executive Engineer R & B. The loan amount is then disbursed in phases such as foundation plinth level, roofing, etc. At the completion of the construction the completion certificate is issued by the Executive Engineer. A clearance is required to be produced to certify that the entire loan amount is repaid in full so that the pension is not affected. These records are maintained in A/G office under establishment.

Promotion and Pay scale revision

As per the OCS rule and guidelines of finance department and different courts from time to time the Orissa government has a pay scale range for a post with starting salary, increments installment throughout the year reaching a slab. After 2 increment an efficiency bar (E B) is imposed. Last 3 CCR review is done. For 1st EB and 2nd EB one has to pass the Section A and Section B Law examination conducted by the Works Department by an order fixed by the revenue department. Both the EB can be passed in one go or one after the other. The date and place of examination is communicated through EIC and forwarded to SE. It contains a technical paper and the result is declared if passed the EB.

After this the normal increment continues and after the age of 50 review is done in two ground, one is the physical health and the other the efficiency and also the malpractice or any case from order of court. The medical board certifies that the employee is mentally fit for effective services in the Government.

There are cases of compulsory retirement if the employee is found to be unfit. Under promotion or scale revision no Government servant can switch over to another pay scale till retirement.

The promotion is only done when there is available vacancy in the next scale which arises only in case of

- Death
- Retirement
- Suspension

- **Leaves**

As per Odisha Leave rule and subsequent amendments there are following types of leaves

- Casual Leaves
- Earned Leave
- Half pay leave
- Maternity Leave
- Paternity Leave
- Study Leave

In case of earned leave 15 days are permitted excluding Sundays and Government holidays. Earned leave can be availed after rendering service of one month. One day per month is allowed which may accumulate to 180 days maximum. There is option to sell the leave in case he has not availed it to get some monetary benefits, this is controlled by GA Dept. Half day leave is based on the length of years service rendered.

The Study leave and medical leave can be availed from the Earned leave and not from casual leave. All leaves needs to be applied and sanctioned prior to availing it.

Tours & travels

With reference to Odisha travel rules there are 4 types of tours

- Daily tours
- Occasional tours
- Compulsory tours
- Ordered tours

If a travel is within 10kms radius it is not treated as a tour and he may be provided with a cycle allowance or motor cycle allowance. For gazette officers a transport vehicle e.g. Jeep may be provided up to Class I (Executive Engineer, AE & above) or cars are provided with consumables by Government.

Occasional tours are based on decision of the officer taking the tour (SE wants to inspect the bridge construction). Compulsory tours are tours which the officer's duty is defined. Ordered tours are tours such as night halts at backward KBK district.

No Government employee can travel outside the state in a Government vehicles without prior permission of the Government. They can travel to other states in case of

- Attending meetings of Govt. of India.
- Court of neighboring states
- Attending Government approved conferences (IRC).

Mode of travel is decided by the authority based on the scale of pay.

STAFF POSITION

Sl.	Class	Name of the Post	Sanction Strength	Current Strength
1	Class-I	EIC-Civil	1	1
2		Chief Engineer	6	6
3		Superintending Engineer	14	3
4		Accounts Officer	2	2
5		Sr. D.A.O.	1	1
6		Executive Engineer	23	18
7		Asst. Executive Engineer	13	1
8	Class-II	Establishment Officer	2	2
9		Assistant Engineer	48	48
10		Private Secretary	1	1
11	Class-III	Junior Engineer	19	19
12		Section Officer	17	15
13		Senior Assistant	66	55
14		Junior Assistant	21	15
15		Senior Progress Clerk	2	2
16		Junior Progress Clerk	6	3
17		Personal Assistant	3	3
18		Senior Stenographer	7	6
19		Junior Stenographer	5	1
20		Supdt. Issue Level-1	1	1
21		Supdt. Issue Level-2	3	3
22		Senior Grade Typist	8	6
23		Junior Grade Typist	9	6
24		Jr. Grade Typust-cum-Despatcher	1	1
25		Despatcher	1	1
26		Record Supplier	2	1
27		Treasury Sarkar	1	1
28		Senior Draughtsman	16	10
29		Draughtsman	3	1

30		Ferroprinter	3	1
31	Class-IV	Daftary	6	6
32		Zamadar	3	3
33		Peon	55	21
34		Faras	1	1
35		Sweeper	1	1

5.2.1CE (World Bank)

Introduction:

It was established on 21.11.05 by the Govt. of Odisha with the objective to widen and strengthen the targeted (Existing) transport corridor to 2 lane road identified under Odisha State Road Project (O.S.R.P) in the state of Odisha with World Bank funding. The Project Development Objective (PDO) is to remove transport bottle-necks in these indentified transport corridors for greater investment and economic and social development activities in the State. The loan agreement with the World Bank was signed on 27th January 2009 for a total project cost of 322.5 Million US Dollars out of which 250 Million US Dollars is the loan component. The project period is from 2008 to 2014. This office functions under the establishment of the Engineer-in-Chief (Civil), NirmanSoudha, Odisha, Bhubaneswar of Works Department headed by the Chief Engineer – World Bank Projects. The project management unit (PMU) under Odisha State Road Project (O.S.R.P) headed by Chief Engineer (World Bank Project) is implementing and monitoring the widening, strengthening and improving activities of indentified road corridors in the State of Odisha funded by the World Bank.

Organization Chart of World Bank Project Wing

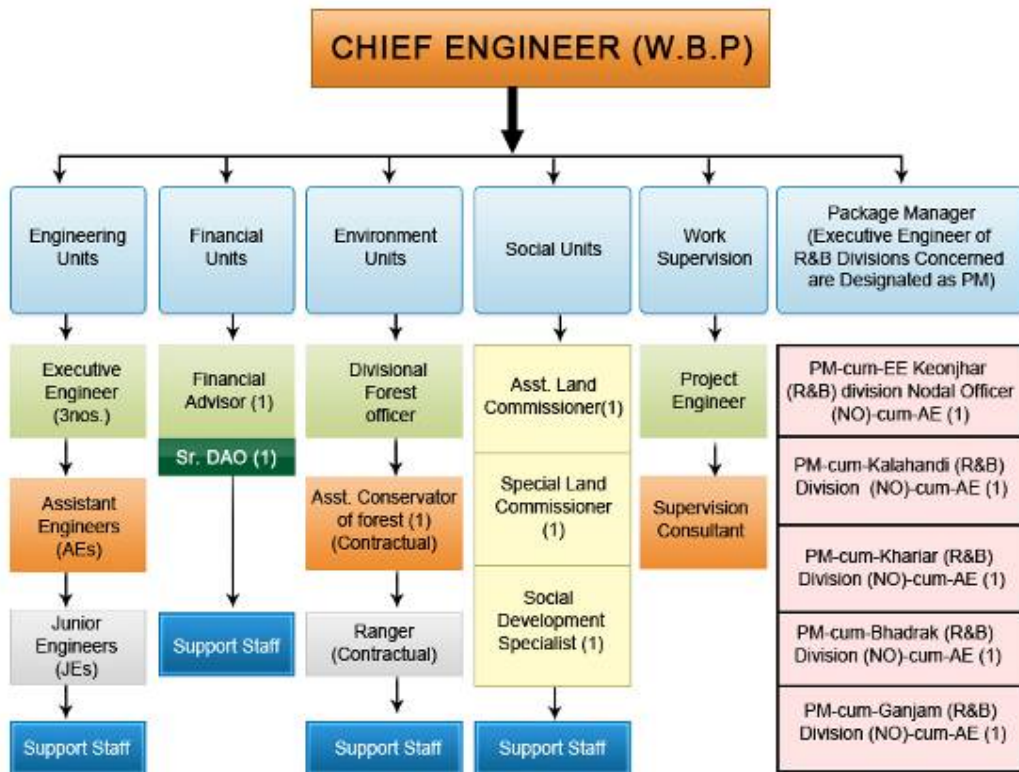


Figure 6: Authority Hierarchy of CE-WBP Wing

Functions/Activities of the Wing:

- Overall monitoring of improvement activities on the road corridors identified to be developed under World Bank Assistance as per the guide lines of the Government of Odisha and the World Bank.
- The overall monitoring includes
- Monitoring the Construction Supervision
- Monitoring the Civil Construction
- Monitoring Status of Utility shifting
- Monitoring the Land acquisition status
- Rehabilitation and resettlement activities along the project corridor
- Obtain clearances from the Statutory bodies before the commencement of the relevant activities such as Environmental Clearance, Clearance from the Pollution Control Board, Forest Clearance etc.
- Apart from monitoring the improvement activities on the identified road corridors this wing also monitors and coordinates for the following:
 - Institutional Strengthening Action Plan (ISAP)
 - Governance Accountability Action Plan (GAAP)
 - Private Public Partnership (PPP)

Discussion: CSM Team visited Chief Engineer, World Bank Projects to discuss and study about the working, processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in this wing. During our study CSM team met the following officers of the Project Management Unit implementing various projects funded by the World Bank:

- Chief Engineer – Er. Nalini Kanta Pradhan
- Executive Engineer (PMU) – Er. Rashmi Ranjan Bohidar (incharge of SE-ISAP)
- Executive Engineer (PMU) – Dr. Narayan Chandra Pal (PMU, PPP convener & ISAP Liaison Officer)
- Assistant Engineer (PMU) – Er. Sameer Hota (PMU)
- Land Acquisition Officer - Mr. P.K. Nanda
- RR and Utility Shifting - Er. Bijay Chandra Tripathy
- Divisional Forest Officer -Mr. Ajit Kumar Satpathy
- Financial Adviser - Mr. Manabhanjan Acharya

World Bank Project Wing:

This is a separate wing under OWD which monitors the physical and financial progress of the World Bank funded Odisha State Road Projects (O.S.R.P.). The Project Development Objective is

- To remove transport bottlenecks in targeted transport corridors for greater investment and economic and social development activities in the State of Odisha.
- Improving the performance, safety and carrying capacity of priority roads in the state in an environmentally and socially sustainable way.
- Increasing the role of the private sector in road infrastructure financing and management.
- Assisting Government of Odisha (GOA) to establish conducive policy, institutional and governance framework to improve road sector management, financing and safety.

This wing also monitors and coordinates for the following:

Institutional Strengthening Action Plan (ISAP):

Government of Odisha (GOO) initiated the Institutional Development Strategy Study with a vision to reform and enhance the policies, capacities and resources in planning and management of road and road transport effectively. ISAP is developed on the findings and recommendations of the IDS made by M/s. SMEC. To ensure that the formulation of the ISAP benefits from the experience and insights of wide range of OWD Engineers, the GOO has constituted a "**TASK FORCE**" for preparing the draft of the ISAP for joint consideration of GOO and World Bank with the assistance of the Consultant facilitator.

Governance Accountability Action Plan (GAAP):

Governance and Accountability Action Plan (GAAP) is the recognition by the state government and the World Bank the need to improve accountability arrangement with a view to reducing the chances of corruption and enhance transparency of the road sector. The GAAP is prepared based on Odisha's state-level Anti- Corruption Action Plan (approved in 2005) and India's 2005 Rights to Information Act (RTI), and integrates the lessons learned in the implementation of World Bank-financed road projects in India.

Private Public Partnership (PPP).

In this component the Government will invite potential Private Entrepreneurs to invest in developing the Projects. However, the cost of preliminary studies and other statutory expenses shall be borne by the Government. Following three road projects were selected by the Works Department for improvement under Public-Private-

Partnership (PPP) mode as per the agreed action plan with World Bank during project preparation for Orissa State Roads Project (OSRP). These three roads are :

- Four laning of Sambalpur-Rourkela Road – 165 Km
- Two lane paved (12m wide) concrete pavement for Joda - Bamberi Road – 18 Km
- Two lane (7m wide) concrete pavement for Koira-Tensa- Lahunipara Road – 46 km

M/s Pricewaterhouse Coopers in JVe with LEA Associates South Asia Pvt. Ltd, New Delhi has been engaged as the PPP Transaction Advisor Consultant to prepare the engineering, social, environmental and bidding documents after conducting necessary survey & investigation.

Chief Engineer (CE-WBP):

Chief Engineer, World Bank Projects, Orissa is the project director for any project funded by World Bank and heads the Project Management Unit which monitors the implementation of the projects for widening, strengthening and improving activities of indentified road corridors in the State of Odisha funded by the World Bank along with Institutional Strengthening Action Plan (ISAP), Governance Accountability Action Plan (GAAP), Private Public Partnership (PPP).

It was evident from the discussion that a supervision consultant is hired to monitor the execution for each project funded by World Bank. CE is assisted by Project Engineers (EE) and Field Engineers. The Project Engineer monitors the execution of works through the consultants in terms of physical and financial progress as a representative of CE. The Field Engineer is the EE of the concerned division who is involved in the Land Acquisition, Rehabilitation and Resettlement and land Ownership process. The Project Engineer monitors the quality during the execution of project through a specific Quality Assurance (QA) Plan. The Q.A documents are attached with the bills depending on which the bill is passed. The Project Director (CE-WBP) communicates with the World Bank team to notify the progress in the execution of work. This wing has a Complain Handling System through which they redress various complains and grievances. At present all the sections under this wing are equipped with computers and connected to internet. All the communication is made through email along with the traditional method. Each division is having its email id but they don't have separate domain for their email id and all the email ids are created in gmail. At present the bridge drawing is done in autocad. All the interdepartmental letters are sent in hardcopy.

Superintending Engineer (PMU), Executive Engineer (PMU), Assistant Engineer (PMU):

It was noticed during the discussion that the process of taking a project starts from identification of sites which is done by conducting a Strategic Option Study. Through Strategic Option Study various option sites are identified on which feasibility study

is made and Detail Project Report is prepared. These Detail Project Reports are sent to World Bank for vetting. Upon approval of World Bank the fund is sanctioned and procurement process starts. In present scenario six road corridors had been identified for which constituted 825 km. out of which fund was sanctioned for 457 km. in the first phase. Out of this tender has been made for execution of improvement work on 200km. of road corridor and the tender for execution of improvement work on remaining 257 km is to be done shortly. Some of the road corridors among this are getting financed by Government of India hence these are to be replaced with other road corridors shortly. The World Bank is also financing for the institutional reform programs which is also monitored by this wing.

All the EEs in this wing are equipped with computers and connected to internet. All the intradepartmental communication along with the communication with World Bank is done through email. This wing is maintaining a separate website i.e. www.osrp.gov.in to showcase various activities taken up by this wing which is funded by World Bank. This wing is maintaining separate databases of roads, buildings and National Highways in computer which contains all the roads, buildings and national highways under OWD respectively.

Land Acquisition Officer

The Land Acquisition Officer only deals with the land acquisition for World Bank funded projects. After getting the approval from the World Bank, Land Acquisition for a project starts. Land Acquisition Officer gives the data on the portion of land under OWD and the portion of land needs to be acquired. For this the land Acquisition officer prepares a Land Schedule with the assistance of local JE, AE and the concerned Revenue Inspector basing on the Record of Rights. This land schedule outlines the Survey number, Khata Number, Plot Number, Extent of a plot needs to be acquired along with name of the owner of the land as mentioned in the Record of Right. The acquisition of land is done as per the land Acquisition act and the amount spent for Land Acquisition is borne by state government. He also identifies the encroachments on the existing lands of OWD.

At present the Record of Rights is getting digitized but it does not cover all the aspect for identification of a land.

Rehabilitation & Resettlement (R&R) and Utility Shifting

An Executive Engineer in charge of R&R and Utility Shifting deals with R&R and utility shifting for World Bank funded projects in the head office. The R&R activity as well as the utility shifting activities starts after acquisition of land.

There are various R&R packages available for various types of encroachments. The R&R process is implemented through NGOs. There is a nodal NGO which takes care of the overall R&R activities through local NGOs. The amount spent for R&R activity is charged to the project cost. The R&R records for many ongoing projects are

maintained in computers and various reports are also prepared in computers which are also published in the website.

Except telephone lines all the other departments gets paid to shift the utility by OWD. For shifting the utilities the concerned departments such as Electricity, Public Health Department etc. are notified to build the alternative facility, activating the new facilities demolish the old one. The estimate is prepared for utility shifting by the concerned department and sent to the CE-WBP which is vetted by the Project Engineer and the EE of the concerned division, upon approval the fund is placed to the concerned department. All the expenditure made for utility shifting is charged to the project cost.

An online Complain Handling System is deployed for handling the complaints on R&R activities for the World Bank funded projects which is managed by this section. The online complain handling system facilitates the project affected people to post their grievances to the Project Manager or District Level Authority or to the CE-WBP which gets escalated to the appropriate authority and the grievance gets redressed in a stipulated time period in a transparent manner. This section handles all the RTI related information in 17 forms and disseminates information on R&R policies to the website.

Divisional Forest Officer (DFO)

DFO attached to the CE-WBP is a dedicated officer for World Bank funded projects who ensures the minimum impact on environment for implementation of any project.

When a road passes / needs additional forest land the clearance from department of Environment and Forest, Government of India is to be processed through him. Any cutting of trees which are unavoidable in the interest of the project are identified, counted, numbered along with their details such as their existence on forest land / revenue land / private land, girth and type is recorded. This activity is been coordinated and monitored by the DFO. As far as the trees standing on the government land are to be cut by the forest corporation of Odisha and stump and roots are to be removed by the vendor executing the construction work. Fund allocation for compensatory plantation 10times of the depletion is ensured by the DFO.

He ensures non-interference to movement of wild life if the stretch passes through wild life reserves.

Water bodies existing along the project road if required to be disturbed are compensated as well in proximity and continuation for aquatic balance and water requirements of the habitants. He also ensures the minimum environmental pollution by setting up various units necessary for constructiuon such as crusher, bituminous batching plant, concrete batching plant along with the parking, storage and repair of heavy machineries and equipments in the forest limits.

Financial Advisor (FA)

This post is created 2009 onwards for World Bank funded projects. When a project estimate is processed to government from the consultant it passes through FA and CE-WBP.

When the fund is received by the Finance Department, Government of Odisha from World Bank through Government of India the expenditure control, re-appropriation of allocation and projection for immediate future requirement on quarterly basis is processed by FA.

The bill of work for payment to the vendor on preparation, recording of measurement, check of quality and quantity after due certification by the supervision consultant is forwarded to the CE-WBP for payment to the vendor. The same is paid to the contractor after due verification with the contract by the Divisional Accounts officer (DAO) attached to the designated EE who is declared as Drawing and Disbursement Officer (DDO) of the project by the CE-WBP. The Accounts Officer maintains the Cash Book and submits the monthly accounts to the Deputy Accounts General through WAMIS.

Powers & Duties of Officers in WB wing are as follows:

S.No	Designation	Powers & Duties
1.	Chief Engineer	The Chief Engineer is the head of the projects and powers as per Head of the Department notified vide Works Department order no.22404 dtd. 21.11.05
3.	Assistant to Chief Engineer	Drawing Disbursement Officer
4.	Executive Engineer	GAAP, Right to Information and Complaint Handling
		Training
		Coordinate all social Management Components of OSRP along with the NGO activities
		Monitoring proper Asset Management
		Monitoring Project Roads under PPP
		Monitoring Institutional Strengthening Action Plan
	Meeting & Coordination with Government	
	Executive Engineer cum Resident Engineer	Detail Engineering issues & field coordination for project road corridors including LA, R&R, utility removal, Tree cutting, contract management and all other issues related to the

		Package.
5.	Financial Advisor	Monitoring of all Financial Matters and Payment of Bills including reimbursement claims & financial management
		Meeting & Coordination with Govt. relating to financial matters & Audit
6.	Sr. Divisional Accounts Officer	Audit
		Reimbursement of expenditure
		Financial Management
7.	Land Acquisition Officer (Assistant Commissioner)	Land Acquisition, R & R Activities for all roads under OSRP & PPP
		Administrative measures with sanction of increment, engagement of Human Resources etc.
		Distribution of Govt. Vehicles.
8.	Special Land Acquisition Officer	Land Acquisition, R & R Activities for all roads under OSRP & PPP
9.	Divisional Forest Officer	Environmental and related Issues for all roads under OSRP & PPP

Figure 7: Power and Duties of the Officials under CE-WBP

Documents control/owns by World Bank Projects Wing:

Sl. No.	Document Nature	Document Name	Department owns /control the Document
1	Project Documents	Financial Manual approved by Finance Dept.	Chief Engineer, WBP, BBSR

2	Project Documents	PAD	Chief Engineer, WBP, BBSR
		Loan agreement	Chief Engineer, WBP, BBSR
3	Reports	Interim Un-Audited Financial Reports	Chief Engineer, WBP, BBSR
		Work Progress Report	Chief Engineer, WBP, BBSR
		Aid memoire Reports/ Mission notes	Chief Engineer, WBP, BBSR
		Workshop Proceedings	Chief Engineer, WBP, BBSR
		Meeting Proceedings	Chief Engineer, WBP, BBSR
4	Manuals	CWA Manual	Chief Engineer, WBP, BBSR
5	Codes	OPWD Code	Chief Engineer, WBP, BBSR
6	Rules	OGFR Rule	Chief Engineer, WBP, BBSR

Figure 8: Documents under Control of CE-WBP Wing

Rules & Regulations: Following documents are being referred by World Bank Wing.

- National Land Acquisition Act 1894/1984 - Regarding land acquisition
- The Land Acquisition (Odisha Amendment) Act, 1948 - Regarding land acquisition
- The Land Acquisition (Odisha Amendment and Validation) Act, 1959 - Regarding land acquisition
- Odisha Resettlement and Rehabilitation Policy (ORRP), 2006 – Regarding Resettlement and Rehabilitation
- Guidelines For Procurement under IBRD Loans & IDA Credits - Regarding procurement of goods and construction works
- Guidelines For Selection & Employment of Consultants - Regarding hiring of supervision consultants
- Financial Management Manuals (Revision: May 2010) - Regarding financial management
- Toll Act (Awaited) - Regarding toll collection
- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- OWD Contractors Registration Rules – Contractors Registration.

- Orissa Civil Service Rules – Appointment under Rehabilitation Assistant Scheme.
- Orissa Govt. Servants Conduct Rules – Conduct of Government Servants.
- Orissa Civil Service Rules – Disciplinary proceedings against Govt. Servants.
- Orissa Treasury Code (Vol-I&II) – Procedure for drawl from Treasury.
- Orissa General Financial Rules – For Financials Rules.
- Orissa GPF Rules – for Govt. Employees G.P.F.
- Schedule & Analysis of Rates – Rates of Labor & material for Estimate Preparation.
- Orissa Civil Service (Pension) Rules-1992 – Pensioners benefits of Govt. Employees.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.
- IOTMS – Used for online payment to the Contractors & Agencies
- AutoCAD – used by Design wing for Drawing Preparation and Design Sheets etc.

World Bank Projects Wing's Processes:

The main objective of the World Bank Projects Wing is overall monitoring of improvement activities on the road corridors identified to be developed under World Bank assistance as per the guide lines of the Government of Odisha and the World Bank. Keeping their main objective in view, the following main processes were studied and given below:

- Identification of road corridors for improvement.
- Land acquisition for the improvement of road corridors.
- Forest clearance of the acquired land and resolving other environmental & wildlife issues.
- Rehabilitation and Resettlement of Project affected people
- Utility shifting.
- Grievance redressal through Online Complain Handling System.
- Selection of Supervision Consultant to supervise the execution of work.
- Selection of contractor for execution of work.

- Disbursement of payment to contractor and supervision consultant.
- Consultant Selection for Institutional Strengthening Program.
- Disbursement of payment to the consultants for Institutional Strengthening Program.

World Bank Projects – Details of Process - 1	
Process Name -	Identification of Road Corridors for improvement
Process Code -	OWD-CSM-ICT-WBP-001
Process Purpose -	Identification of road corridors to be improved under the funding of world bank to achieve socio economic growth in the state of Odisha.
Process Goal -	To conduct the Strategic option study and feasibility study to identify the road corridors to be improved
Process Owner -	Chief Engineer – WBP and its Engineering Team
Process Primary Actors/Initiators -	Consultants who conduct the study for identification of Sites and prepare detail project report. Executive engineers and Assistant Engineers who monitors them.
Process Secondary Actors/Reviewers -	CE-WBP and World bank team who approves the site and sanction funds
Process Inputs -	Detail Project Report of various sites.
Process Output -	Selection of sites and sanction of fund
Process Primary Actors Time Period -	Approximate – 365 to 545 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 365 to 545 days depending upon the project size.

Table 3: CE-WBP-Process-1 (Identification of Road Corridors for Improvement)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	CE-WBP	Floats the tender for procuring a consultant to conduct the Strategic Option Study (SOS),	NIL	3
2.	Consultants	Submit proposals for conduction SOS to CE-WBP	CE-WBP	30
3.	AE & EE of the PMU	Evaluates the proposals and prepares the comparative statement	CE-WBP	4
4.	CE-WBP	Reviews the comparison statement and selects the consultant for conducting SOS	NIL	3
5.	Consultant	The consultant conducts the SOS and after completing the study he submits the SOS report.	AE & EE of the PMU	120
6.	Consultant	Prepares and submits the Detail Project Report (DPR) after doing the feasibility study on various Strategic Option Sites evident from the SOS report to CE-WBP	AE & EE of the PMU	180
7.	AE, EE, DFO & SE of the PMU	Reviews the DPR and ensures all the financial provisions are incorporated, sends the DPR to the CE-WBP	CE-WBP	30

8.	CE-WBP	Reviews the DPR, finalizes the road corridors to be improved and submits it to the World Bank for appraisal through govt. of Odisha	World Bank Team	60
9.	World Bank Team	The World Bank team appraise the DPR and finalizes the road corridors to be improved and sanctions fund for the improvement work	NIL	180
10.	CE-WBP	Notifies all the concerned officials such as CE-DPI & Roads, Field SE and EE and PMU regarding the road corridors to be improved	NIL	7
11.	AE & EE of the PMU	The selected road corridors are divided into various packages for execution of improvement work in a phase wise manner	CE-WBP and World Bank team	7
Total				624

Table 4: Tabular Representation of Process-1-CE-WBP

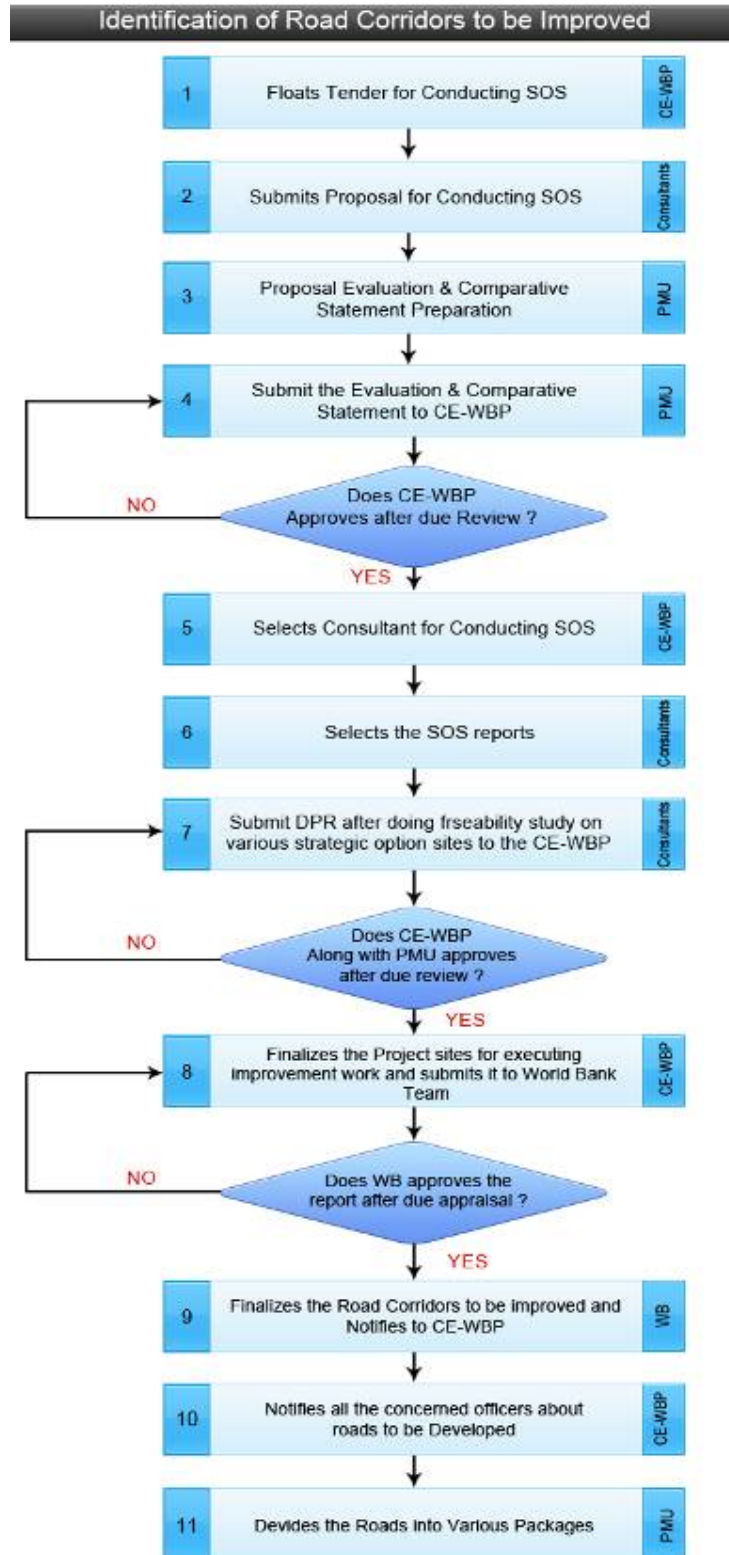


Figure 9: Flowchart Process-1-CE-WBP (Identification of Road Corridors for Improvement)

Land Acquisition – Details of Process – 2 (A)

Process Name -	Submission of Land Acquisition Proposal by the Chief Engineer (world bank wing) of Orissa Works Department and its approval.
Process Code -	OWD-CSM-ICT-WBP-002(A)
Process Purpose -	Submission of LA Proposal(along with village wise land schedule and village schedule) by the Chief Engineer and its approval by the Orissa Works department
Process Goal -	To furnish the details of the lands which are going to be acquired for the proposed project.
Process Owner -	Chief Engineer – NH and its Engineering Team
Process Primary Actors/Initiators -	LAO-NH who prepare the land schedule, village schedule. The chief engineer prepares the proposal
Process Secondary Actors/Reviewers -	OWD who review and approve the proposal.
Process Inputs -	Identified and approved land/plots to be acquired.
Process Output -	Approved proposal by OWD
Process Primary Actors Time Period -	NA
Process Secondary Actors Time Period -	NA

Table 5: Process-2-A-CE-WBP (Submission of Land Acquisition Proposal)

Tabular Representation of Process – 2 (A):

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	LAO	LAO prepares the land schedule and village schedule.	CE	15/km
2.	CE – World Bank	Proposal and estimation is prepared and sent to OWD.	Nil	30
Total				

Table 6: Tabular Representation of Process-2-A-CE-WBP

Land Acquisition - Process - 2(A)

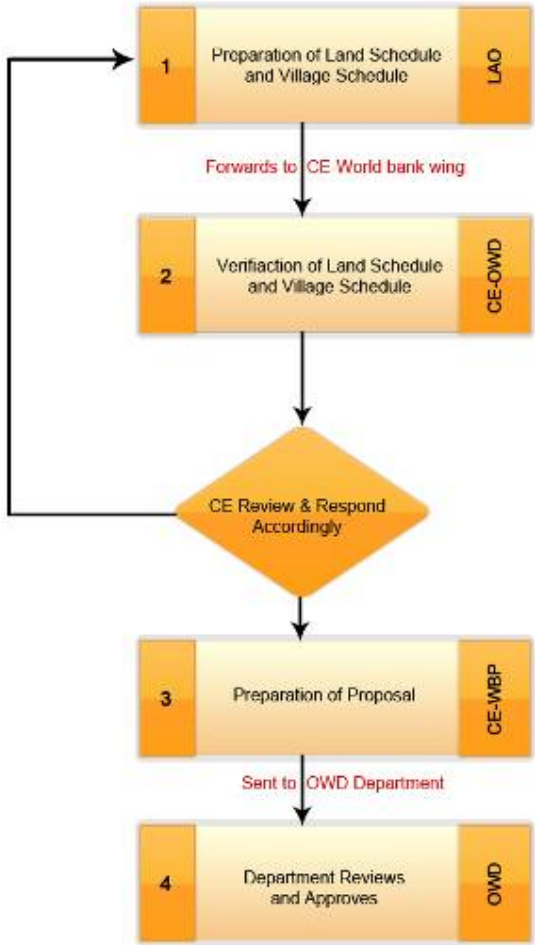


Figure 10: Flowchart Process-2-A-CE-WBP (Submission of Land Acquisition Proposal)

Land Acquisition – Details of Process – 2 (B)	
Process Name -	Preparation of Award Register and its Approval
Process Code -	OWD-CSM-ICT-WBP-002(B)
Process Purpose -	The LAO-NH prepares the award register, containing the details of award payments made to the land losers. This register is then approved by the CE-World bank wing
Process Goal -	To prepare the award Register and get it approved.
Process Owner -	CE-World bank wing
Process Primary Actors/Initiators -	LAO -NH
Process Secondary Actors/Reviewers -	CE-World bank wing
Process Inputs -	LA Proposal, Identified and approved land/plots to be acquired.
Process Output -	Approved Award Register
Process Primary Actors Time Period -	Approximate – 100 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 70 days depending upon the project size.

Table 7: Process-2-B-CE-WBP (Preparation of Award Register)

Tabular Representation of Process – 2 (B):

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	LAO	LAO prepares the award register.	CE-WBP	60
2.	CE-WBP	Verifies the award register	Govt.	10
3.	Govt.	Reviews the award register and approves	Nil	30
Total				100

Table 8: Tabular Representation of Process-2-B-CE-WBP

Land Acquisition - Process - 2(B)

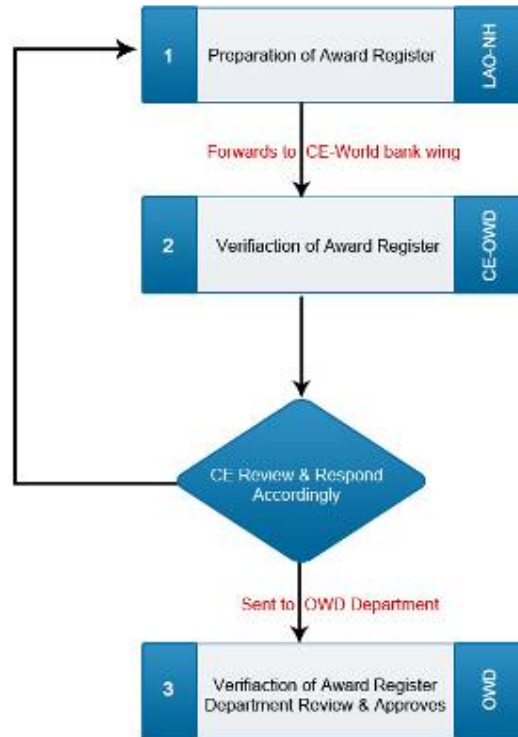


Figure 11: Flowchart Process-2-B-CE-WBP (Preparation of Award Register)

World Bank Projects – Details of Process - 3	
Process Name -	Forest clearance of the acquired land and resolving other environmental & wildlife issues
Process Code -	OWD-CSM-ICT-WBP-003
Process Purpose -	Submission of proposal for resolving environmental & wildlife issues and getting forest clearance on the acquired land
Process Goal -	Resolving environmental & wildlife issues and getting forest clearance on the acquired land
Process Owner -	Chief Engineer – WBP
Process Primary Actors/Initiators -	Divisional Forest Officer
Process Secondary Actors/Reviewers -	CE-WBP, Forest Secretary, Department of Forest and Environment, Government of India
Process Inputs -	proposal for resolving environmental & wildlife issues and getting forest clearance on the acquired land
Process Output -	Forest clearance along with environmental and wildlife clearance
Process Primary Actors Time Period -	Approximate – 255 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 255 days depending upon the project size.

Table 9: Process-3-CE-WBP (Forest Clearance & Wild Life Issues)

Tabular Representation of Process – 3:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	DFO	Initiates the proposal addressing various environmental & wildlife issues arising due to the project along with forest clearance of the acquired land and fund sanction for compensatory plantation of trees.	CE-WBP	30
2.	CE-WBP	Reviews the proposal and ask for any compliance or sends it the EIC-cum-Secretary.	EIC-cum-Secretary	30
3.	EIC-cum-Secretary	Reviews the proposal and asks for any compliance or sends it to the Forest Secretary	Forest Secretary	30
4.	Forest Secretary	Reviews the proposal and asks for any compliance and upon satisfaction approves the compensatory plantation plan, wild life preservation plan and environmental clearance. Submits the proposal for forest clearance to Ministry of Forest and Environment, Govt. of India.	Department of Forest and Environment, GoI	30
5.	Department of Forest and Environment, GoI	Asks for any compliance or approves the forest clearance	NIL	120
6.	Forest Secretary	Notifies the CE-WBP regarding the forest clearance of the land and other approvals	CE-WBP	15
Total				255

Table 10: Tabular Representation of Process-3-CE-WBP

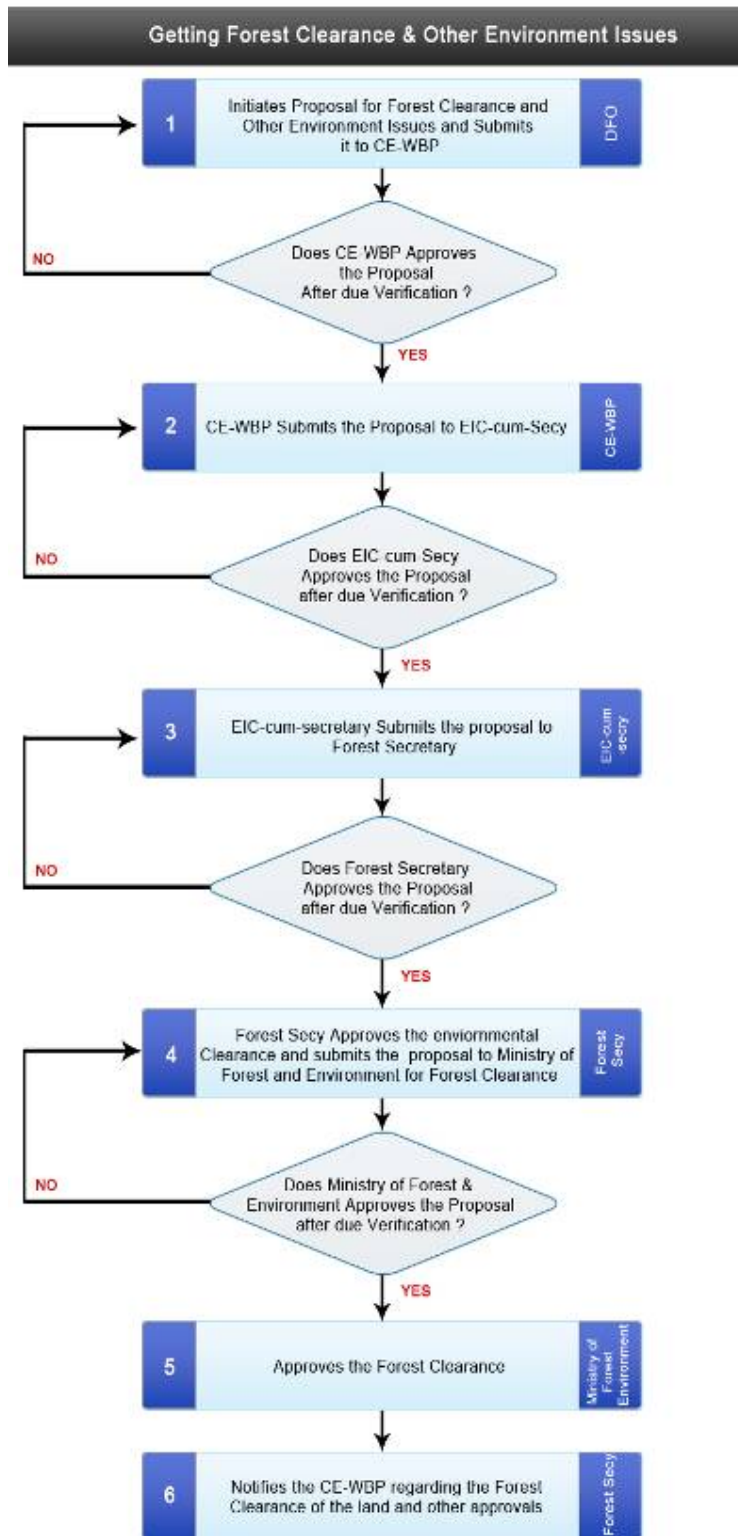


Figure 12: FlowchartProcess-3-CE-WBP (Forest Clearance & Wild Life Issues)

World Bank Projects – Details of Process - 4	
Process Name -	Rehabilitation and Resettlement of Project Affected People
Process Code -	OWD-CSM-ICT-WBP-004
Process Purpose -	Provide Rehabilitation and Resettlement facility to the project affected people as per the package for the type of encroachment.
Process Goal -	Proper Rehabilitation and Resettlement facility to the project affected people
Process Owner -	Chief Engineer – WBP and its Engineering Team
Process Primary Actors/Initiators -	Project Engineer, NGOs involved in this activity, EE involved for R&R activities,
Process Secondary Actors/Reviewers -	CE-WBP and Project Affected people
Process Inputs -	Field survey report prepared by the NGOs regarding the R&R activities
Process Output -	Providing proper R&R facilities to the project affected people
Process Primary Actors Time Period -	Approximate – 347 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 347 days depending upon the project size.

Table 11: Process-4-CE-WBP (Rehabilitation and Resettlement)

Tabular Representation of Process – 4:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	EE in charge of R&R and Utility shifting	Prepares the tender for procurement of nodal NGO for R&R activities	CE-WBP	10
2.	CE-WBP	Floats the tender for selection of Nodal NGO (INGO)	NIL	5
3.	NGOs	Submits Proposals to CE-WBP	EE in charge of R&R and Utility shifting (PMU)	40
4.	EE in charge of R&R and Utility shifting (PMU)	Evaluates the proposals and prepares a comparison statement and submits it to the tender committee through CE-WBP	Tender Committee	15
5.	Tender Committee	Reviews the comparison statement, Selects the nodal NGO and CE-WBP signs the contract with the Nodal NGO	NGO	7
6.	INGO	Does the field survey with the help of local NGO regarding the R&R facility to be provided to the Project Affected People depending on the type of encroachment and prepares report on that and submits to the Project engineer	EE of the concerned division	180
7.	EE of the concerned division	Reviews the report submitted by INGO and submits it to the CE-WBP.	CE-WBP	15
8.	CE-WBP	Reviews the report and upon approval the R&R amount is disbursed to the project affected people and the amount spent for R&R activities are	NIL	60

		charged to the project cost.		
9.	EE of the concerned division	All the project affected people gets paid through the concerned EE of the division by check.	Project Affected People	15
Total				347

Table 12: Tabular Representation of Process-4-CE-WBP

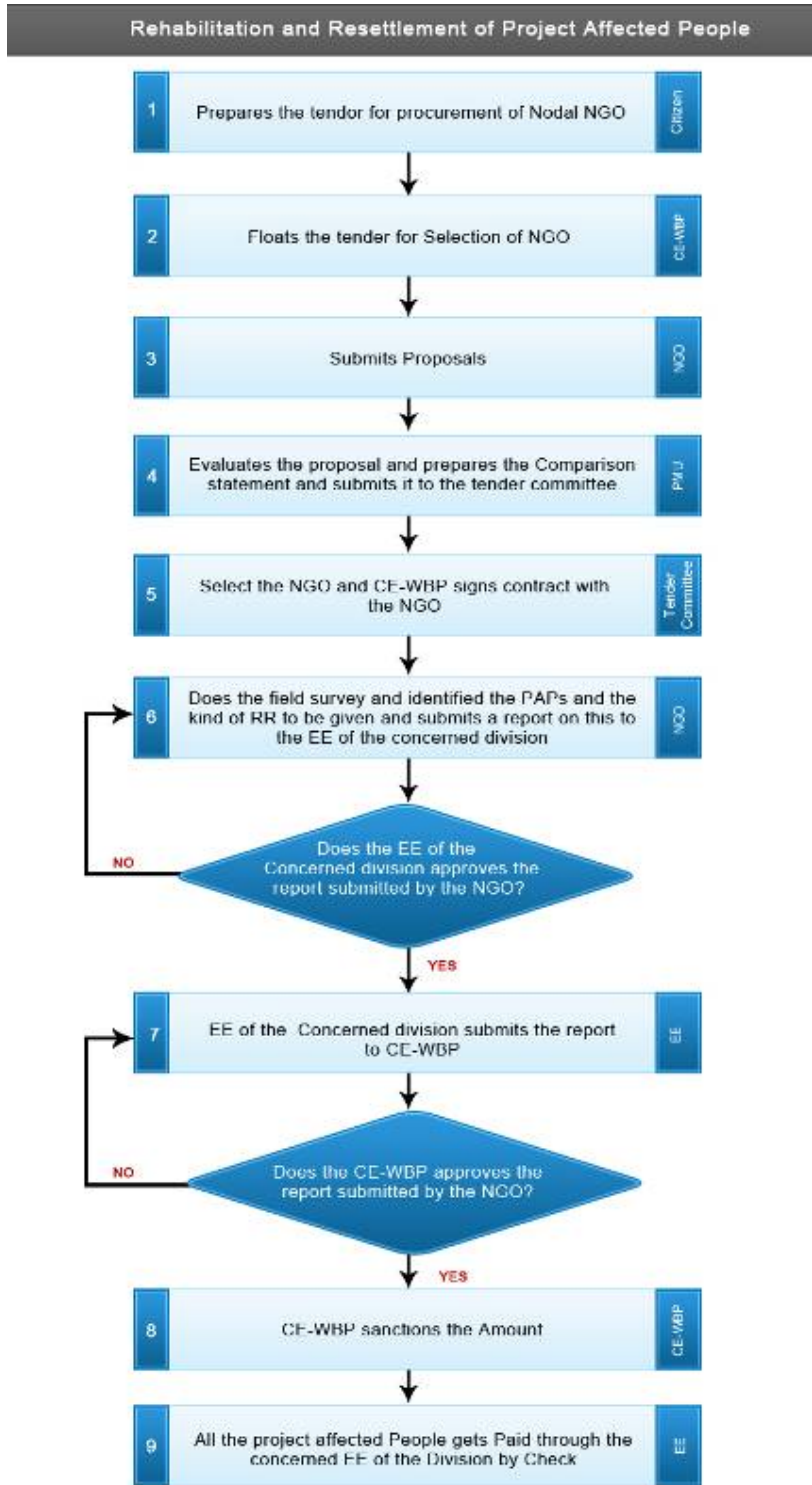


Figure 13:Flowchart Process-4-CE-WBP (Rehabilitation and Resettlement)

World Bank projects - Details of Process - 5

Process Name -	Utility Shifting
Process Code -	OWD-CSM-ICT-WBP-005
Process Purpose -	Shifting the utility for improvement of road corridors
Process Goal -	Construction of alternate facility and demolition of the old one
Process Owner -	All the concerned department for shifting their utility except phone lines
Process Primary Actors/Initiators -	EE in charge of utility shifting, JE and Project Engineer
Process Secondary Actors/Reviewers -	CE-WBP
Process Inputs -	Estimation for shifting the utility
Process Output -	Creation of new facility shifting the utility
Process Primary Actors Time Period -	Approximate - 254 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate - 254 days depending upon the project size.

Table 13: Process-5-CE-WBP (Utility Shifting)

Tabular Representation of Process - 5:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Junior Engineer of the concerned division	Prepares the detail plan for utility shifting	Project Engineer and EE of the concerned division	45
2.	EE of the concerned division	Reviews the detail utility shifting plan and sends it to the CE-WBP for communication to the concerned department.	CE-WBP	15
3.	CE-WBP	Reviews the detail utility shifting plan and notifies to the concerned department for constructing the alternative facility, shifting the utility as per the plan made and demolishing the existing one and request estimate for the same	Concerned Department	7
4.	Concerned Department	The concerned department prepares the estimate for shifting the utility and sends it to the CE-WBP	CE-WBP	30
5.	CE-WBP	Sends the estimate to the EE of the concerned division for verification and concurrence	EE of the concerned division	7
6.	EE of the concerned division	Verifies the estimate and sends his concurrence to the CE-WBP	CE-WBP	15
7.	CE-WBP	Upon getting satisfactory concurrence from the EE of the concerned division approves the estimate and places the fund to the concerned department for shifting the utility	Concerned Department	15
8.	Concerned Department	Builds the alternative facility, activates them and demolishes the existing one and notifies the CE-WBP regarding completion of shifting of the utility for a particular stretch	CE-WBP	120
Total				254

Table 14: Tabular Representation Process-5-CE-WBP

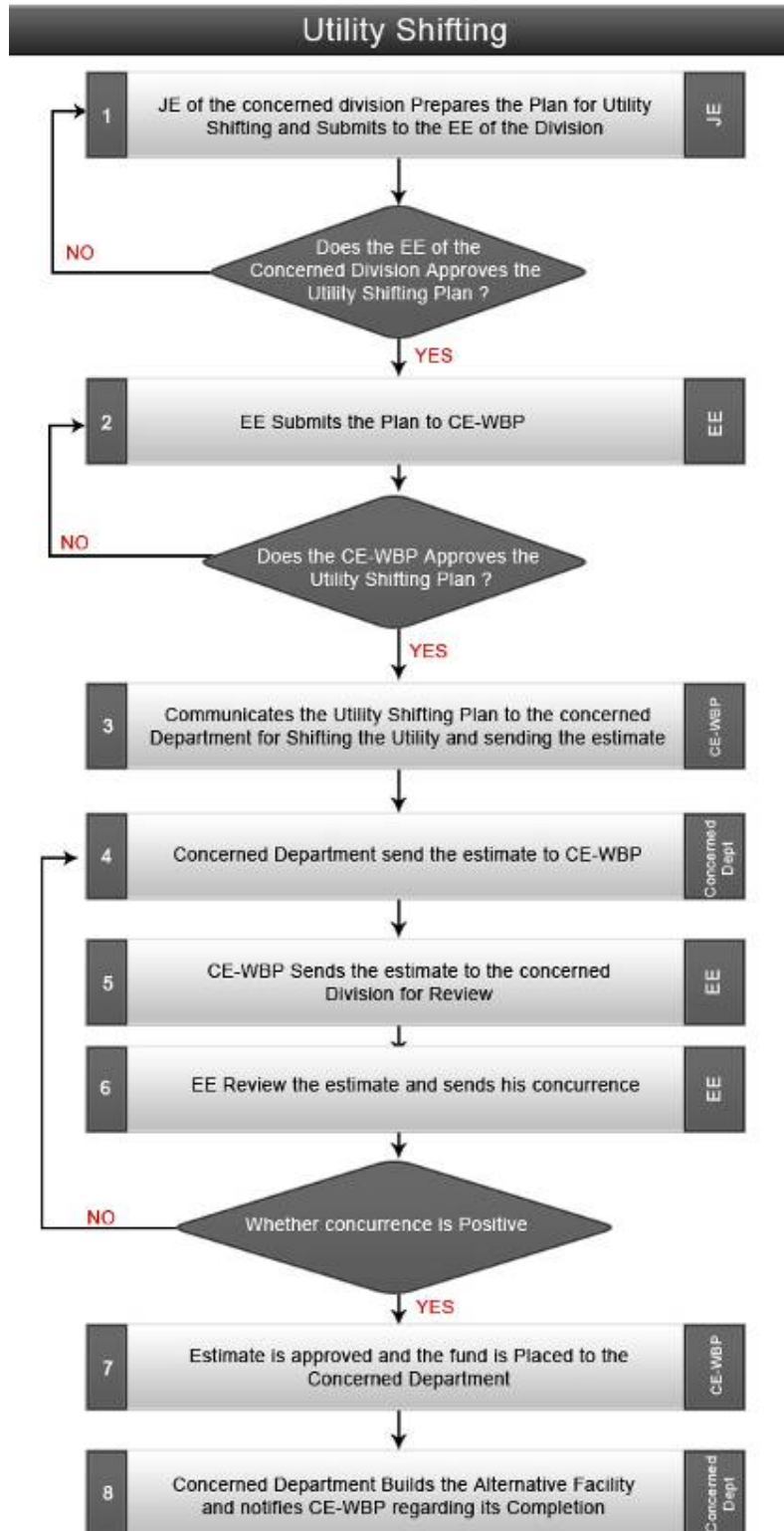


Figure 14: Process-5-CE-WBP (Utility Shifting)

World Bank projects – Details of Process - 6	
Process Name -	Grievance Redressal through Online Complaint Handling System
Process Code -	OWD-CSM-ICT-WBP-006
Process Purpose -	Facilitate Project Affected People to file their grievance
Process Goal -	Grievance redressal of the Project Affected People
Process Owner -	CE-WBP
Process Primary Actors/Initiators -	Project Affected People
Process Secondary Actors/Reviewers -	Project Engineer, Complain Handling Officer, CE-WBP
Process Inputs -	Complaint by the Project Affected People
Process Output -	Resolving the complaint filed by Project Affected People
Process Primary Actors Time Period -	Approximate – 32 days for redressal of the grievance
Process Secondary Actors Time Period -	Approximate – 32 days for redressal of grievance.

Table 15: Process-6-CE-WBP (Complain Handling System)

Tabular Representation of Process – 6:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Project Affected People	Registers a complaint regarding the R&R activities and the system generates a unique complaint reference number	CE-WBP	3
2.	CE-WBP	Can post his response against the complain if suitable or else escalates it to the Complain Handling Officer	Complain Handling Officer	7
3.	Complain Handling Officer	Sends the complain details to the concerned officer for compliance	Concerned Officer	3
4.	Concerned Officer	Posts the compliance to the complain handling officer	Complain Handling Officer	3
5.	Complain Handling Officer	Sends it to any other concerned officer for vetting if required	Any Other Concerned Officer	3
6.	Any Other concerned Officer	Sends his remarks after doing the due verification on the complaint	Complaining Handling Officer	7
7.	Complaining Handling Officer	Sends the compliance to the CE-WBP	CE-WBP	3
8.	CE-WBP	Reviews the compliance, upon approval it is notified to the concerned complainant	Project Affected People	3
Total				32

Table 16: Tabular Representation of Process-6-CE-WBP

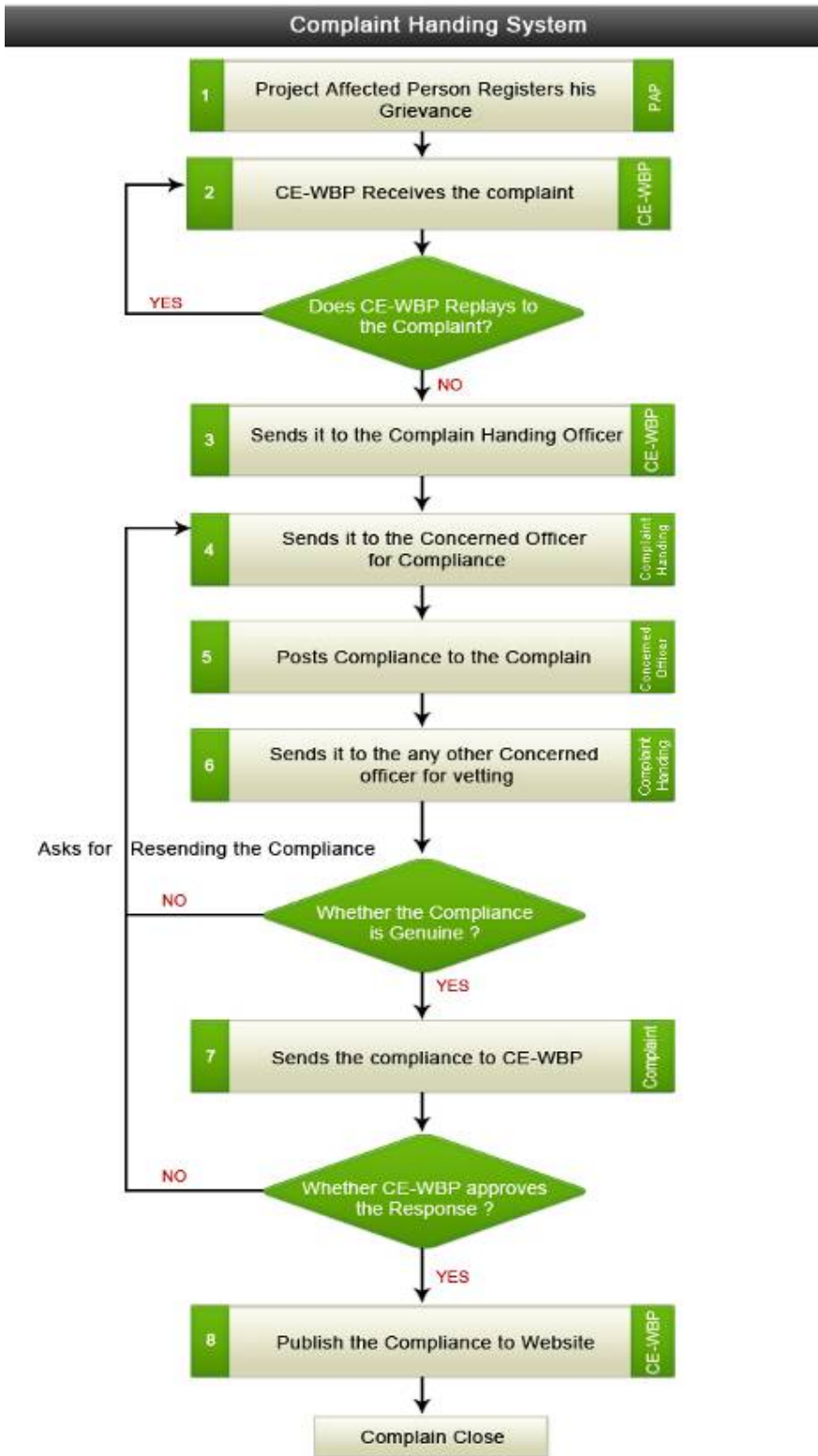


Figure 15: Flowchart Process-6-CE-WBP (Complain Handling System)

World Bank projects – Details of Process - 7	
Process Name -	Selection of Supervision Consultant to monitor the execution of work
Process Code -	OWD-CSM-ICT-WBP-007
Process Purpose -	Preparation and floating of tender for selection of Supervision Consultant to monitor the execution of work
Process Goal -	selection and deployment of Supervision Consultant to monitor the execution of work
Process Owner -	CE-WBP
Process Primary Actors/Initiators -	EE of the PMU and CE-WBP
Process Secondary Actors/Reviewers -	Supervision Consultant
Process Inputs -	Tender document for deployment of Supervision Consultants
Process Output -	deployment of Supervision Consultants to monitor the execution of work
Process Primary Actors Time Period -	Approximate- 136 days for selection of supervision consultant
Process Secondary Actors Time Period -	Approximate- 90 days for supervision consultant to submit proposal

Table 17: Process-7-CE-WBP (Selection of Supervision Consultant)

Tabular Representation of Process – 7:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	AE and EE of the PMU	Prepares the EOI for selection of supervision consultant	CE-WBP	3
2.	CE-WBP	Floats the EOI for selection of supervision consultant	NIL	7
3.	AE and EE of the PMU	Short listing of bidders basing on the EOIs submitted	CE-WBP	4
4.	AE and EE of the PMU	Prepares the RFP and TOR for selection of supervision consultant to monitor the execution of work as per guidelines of World Bank	CE-WBP	4
5.	CE-WBP	Verifies the RFP and TOR and sends it to World Bank	World Bank	7
6.	CE-WBP	Publishes the RFP and TOR after getting the approval of World Bank	NIL	15
7.	Supervision Consultant	Submit the proposal to the CE-WBP	AE and EE of PMU	90
8.	AE and EE of PMU	Evaluates the proposals and prepares the comparison statement for various bidders	CE-WBP	3
9.	CE-WBP	Verifies the comparison statement and refers to the tender committee of OWD comprising of financial members, legal members, secretary works and CE-WBP.	OWD tender committee	7
10.	OWD tender committee	The tender committee of OWD selects the supervision consultant to supervise execution of work and the file moves to Minister of Works for final approval.	Minister of Works	15
11.	Project Engineer	Upon approval from minister of works the Project Engineer signs the contract with the contractor for execution of work and supervision consultant to supervise the work on behalf of the CE-WBP and	Supervision Consultant	15

	the same is notified to the World Bank Team.	
Total		170

Table 18: Tabular Representation of Process-7-CE-WBP

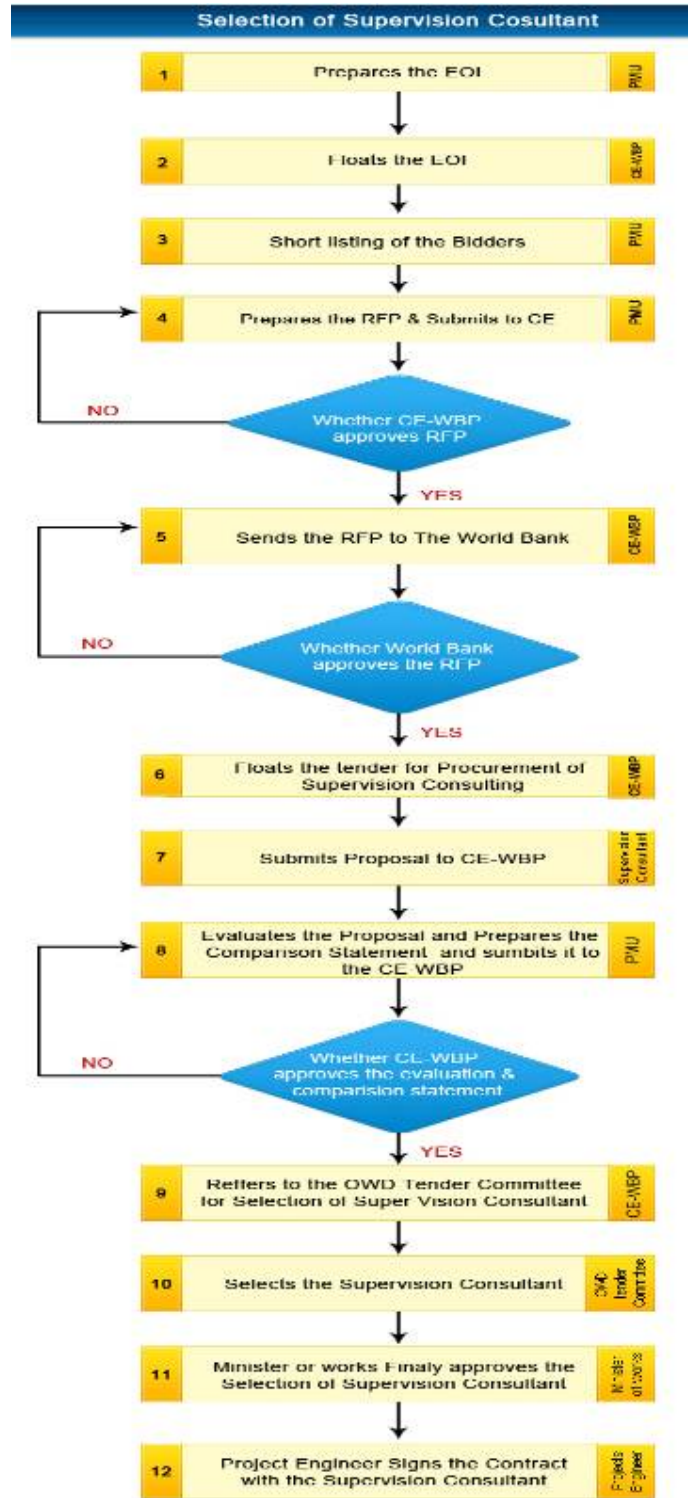


Figure 16: Flowchart of Process-7-CE-WBP (Selection of Supervision Consultant)

World Bank projects – Details of Process - 8	
Process Name -	Selection of Contractor for execution of work
Process Code -	OWD-CSM-ICT-WBP-008
Process Purpose -	Preparation and floating of tender for selection of contractor for execution of work
Process Goal -	selection and deployment of contractor for execution of work
Process Owner -	CE-WBP
Process Primary Actors/Initiators -	EE of the PMU and CE-WBP
Process Secondary Actors/Reviewers -	Contractor
Process Inputs -	Tender document for deployment of Contractors
Process Output -	deployment of Contractors for execution of work
Process Primary Actors Time Period -	Approximate- 186 days for selection of contractor
Process Secondary Actors Time Period -	Approximate- 120 days for contractor to submit proposal

Table 19: Process-8-CE-WBP (Selection of Contractor)

Tabular Representation of Process – 8:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	AE and EE of the PMU	Prepares the tender document for selection of contractor for execution of work as per guidelines of World Bank	CE-WBP	15
2.	CE-WBP	Reviews the tender and floats it for the procurement of contractor for execution of work	NIL	7
3.	Contractor	Submit the proposal to the CE-WBP	AE and EE of PMU	120
4.	AE and EE of PMU	Evaluates the proposals and take put the system generated comparison statement for various bidders	CE-WBP	7
5.	CE-WBP	Verifies the comparison statement and refers to the tender committee of OWD comprising of financial members, legal members, secretary works and CE-WBP.	OWD tender committee	7
6.	OWD tender committee	The tender committee of OWD selects the contractor for execution of work and the file moves to Minister of Works for final approval.	Minister of Works	15
7.	Project Engineer	Upon approval from minister of works the Project Engineer signs the contract with the contractor for execution of work and supervision consultant to supervise the work on behalf of the CE-WBP and the same is notified to the World Bank Team.	Supervision Consultant	15
Total				186

Table 20: Tabular Representation of Process-8-CE-WBP

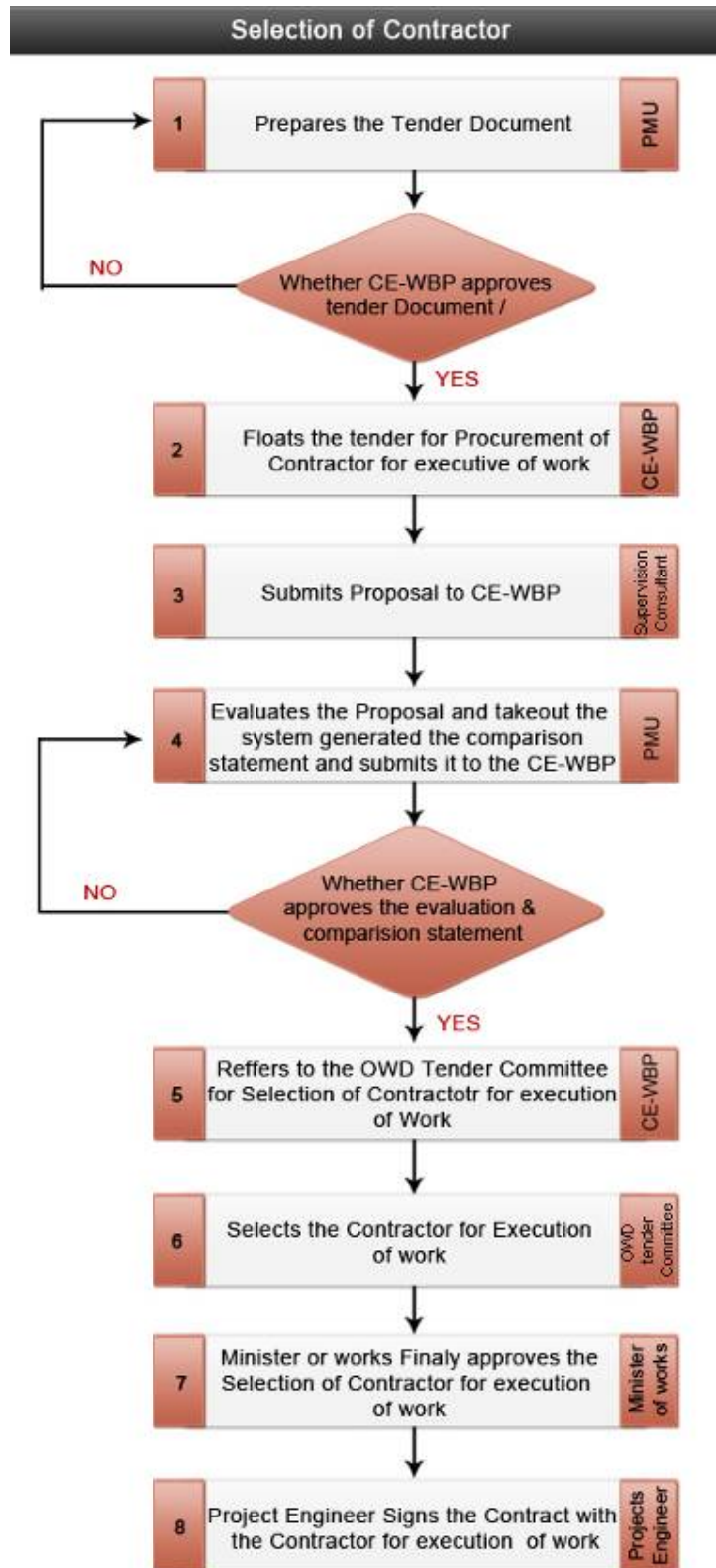


Figure 17: Flowchart of Process-8-CE-WBP (Selection of Contractor)

World Bank projects – Details of Process - 9	
Process Name -	Disbursement of payment to contractor and supervision consultant
Process Code -	OWD-CSM-ICT-WBP-009
Process Purpose -	Processing the bills of supervision consultant and contractor for execution of work
Process Goal -	Payment disbursement to the supervision consultant and the contractor
Process Owner -	CE-WBP
Process Primary Actors/Initiators -	Contractor and Supervision Consultant
Process Secondary Actors/Reviewers -	Project Engineer, DDO, DAO
Process Inputs -	Bills from the contractor and supervision consultants
Process Output -	Disbursement of payment
Process Primary Actors Time Period -	Approximate- 107 days for supervision consultant to get the payment
Process Secondary Actors Time Period -	Approximate- 22 days for project engineer and DDo to process the payment

Table 21: Process-9-CE-WBP (Disbursement of payment)

Tabular Representation of Process – 9:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Supervision Consultant	Supervises the execution of work as per specification mentioned in the contract	Project Engineer	90
2.	Contractor	Prepares the bill for disbursement of payment	Supervision Consultant	7
3.	Supervision Consultant	Records the measurements, checks the quality and quantity and marks the deviation if any	Project Engineer	7
4.	Project Engineer	Monitors the work done, checks the bills passed by the supervision consultant, attaches all the quality assurance document and submits it to the Drawing and Disbursement Officer(DDO)	DDO	7
5.	Supervision Consultant	Prepares the bill and submits it to the Project Engineer for his services	Project Engineer	3
6.	Project Engineer	Verifies the bills with the payment terms mentioned in the contract with the supervision consultant, upon satisfaction sends it to DDO	DDO	3
7.	DDO	Sends the bills to Divisional Accounts Officer (DAO)	DAO	3
8.	DAO	Verifies the bills in the light of contract and sanctioned budget through IOTMS, upon satisfactory verification it is sent back to the DDO for payment	DDO	7
9.	DDO	Draws the check and the voucher is sent to the cashier	Cashier	1
10.	Cashier	Enters the check number under the appropriate head of the account in IOTMS which is notified to the bank online and the payment is released to the contractor and the supervision consultant. Enters the voucher number to the Cash Book on payment, maintains the accounts in WAMIS and sends it to DAG.	DAG	1
Total				129

Table 22: Tabular Representation of Process-9-CE-WBP

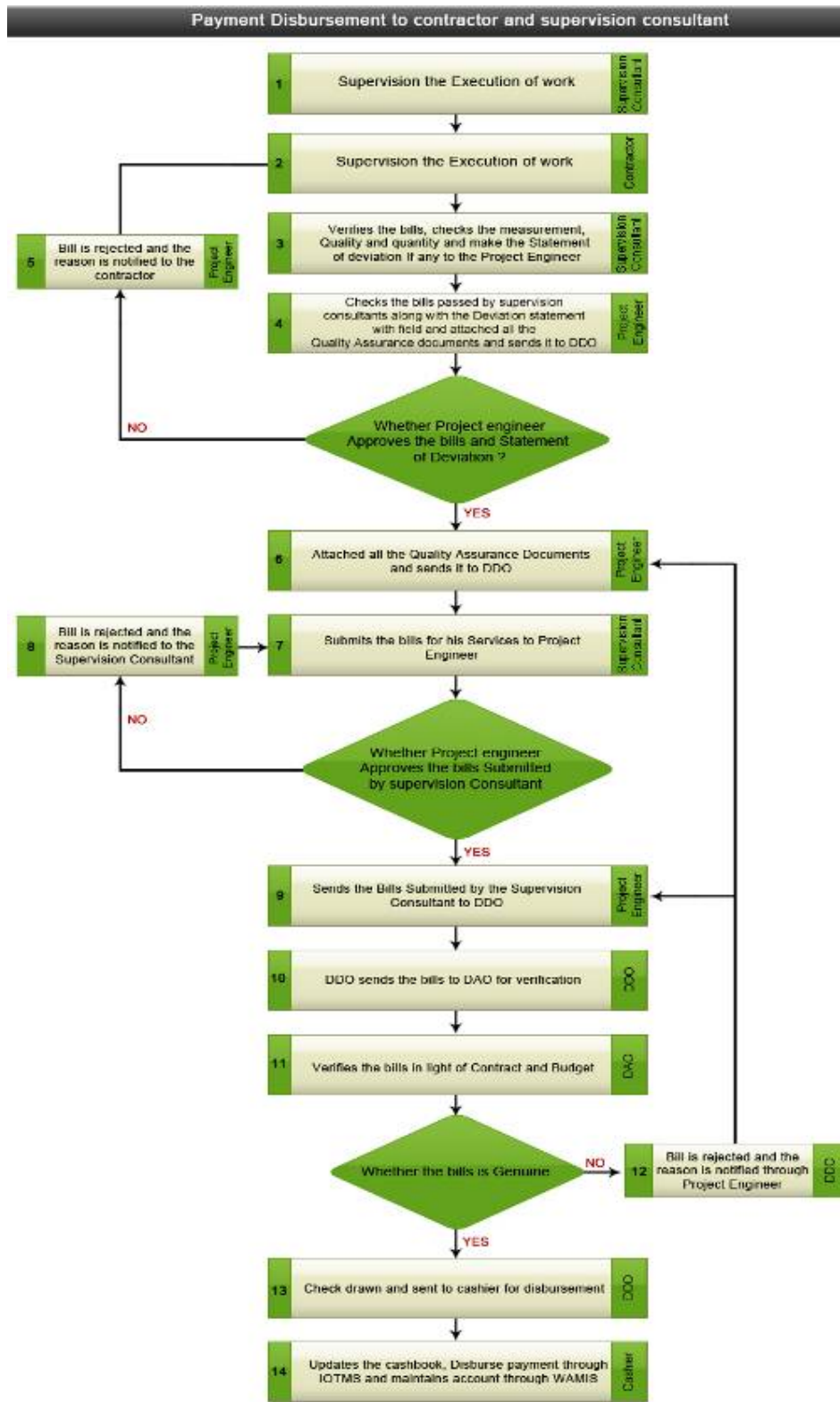


Figure 18: Flowchart of Process-9-CE-WBP (Disbursement of payment)

World Bank projects – Details of Process - 10	
Process Name -	Consultant selection for Institutional Strengthening Program
Process Code -	OWD-CSM-ICT-WBP-009
Process Purpose -	Floating tender for selection of consultant for Institutional Reform Programs
Process Goal -	Institutional Strengthening program through Institutional Reform and Restructuring
Process Owner -	CE-WBP
Process Primary Actors/Initiators -	AE and EE of the PMU
Process Secondary Actors/Reviewers -	Consultants
Process Inputs -	Tender Document for selection of consultant
Process Output -	Selection of consultant for Institutional Strengthening Program
Process Primary Actors Time Period -	Approximate- 174 days for selection ISAP consultant
Process Secondary Actors Time Period -	Approximate- 120 days for Consultants to submit proposal

Table 23: Process-10-CE-WBP (Selection of Consultant for ISAP)

Tabular Representation of Process – 10:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	AE and EE of the PMU	Finalize the Scope of Work for the consultant and prepare the tender document for selection of consultant as per guidelines of World Bank	CE-WBP	7
2.	CE-WBP	Reviews the tender document and floats it for the procurement of consultant	NIL	7
3.	Consultants	Prepares & Submit the proposal to the CE-WBP	AE and EE of PMU	120
4.	AE and EE of PMU	Evaluates the proposals and prepares the comparison statement for various bidders	CE-WBP	3
5.	CE-WBP	Verifies the comparison statement and refers to the tender committee of OWD comprising of financial members, legal members, secretary works and CE-WBP.	Tender Committee of OWD	7
6.	OWD tender committee	The tender committee of OWD selects consultant to conduct the Institutional Strengthening and reform program and the file is sent to the Minister of Works for final approval	Minister of Works	15
7.	CE-WBP	Upon final approval of Minister of works, CE-WBP signs the contract with the consultant and the same is notified to the World Bank team.	Consultant	15
Total				174

Table 24: Tabular Representation of Process-10-CE-WBP

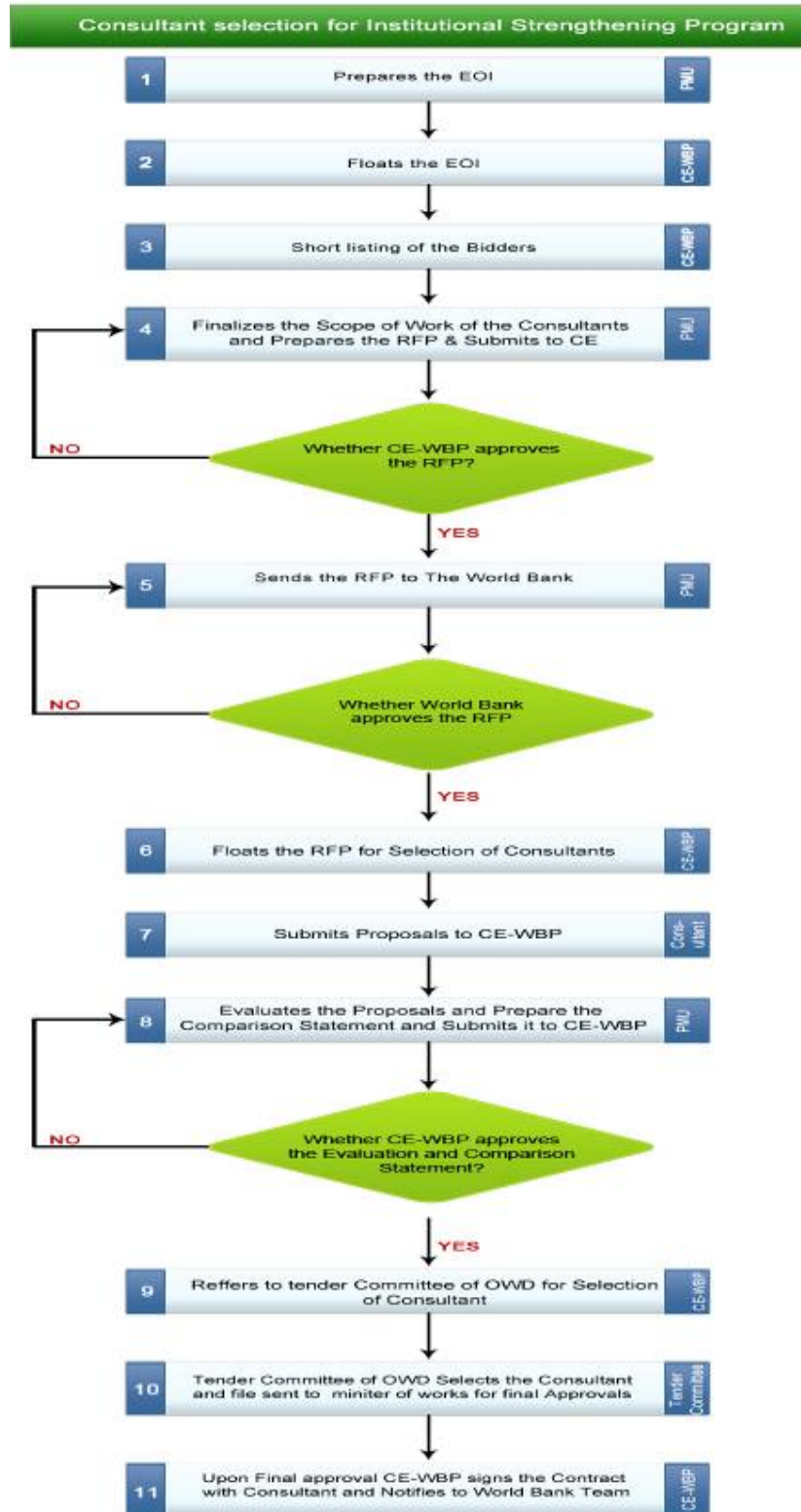


Figure 19: Flowchart of Process-10-CE-WBP (Selection of Consultant for ISAP)

World Bank projects – Details of Process - 11	
Process Name -	Disbursement of Payment to the consultant for Institutional Strengthening Program
Process Code -	OWD-CSM-ICT-WBP-010
Process Purpose -	Monitoring the progress of work and release payment to the consultant for Institutional Strengthening Program
Process Goal -	Disbursement of payment for Institutional Strengthening Program
Process Owner -	CE-WBP
Process Primary Actors/Initiators -	Consultants
Process Secondary Actors/Reviewers -	AE and EE of the PMU and CE-WBP
Process Inputs -	Submission of reports by the consultants
Process Output -	Disbursement of Payment as per the payment Schedule in the contract
Process Primary Actors Time Period -	As per the time period mentioned in the contract
Process Secondary Actors Time Period -	Approximate- 56 days for Disbursement of payment to Consultants.

Table 25: Process-11-CE-WBP (Disbursement of Payment to ISAP Consultant)

Tabular Representation of Process - 11:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Consultant	Submit the reports as per the deliverables mentioned in the contract	CE-WBP	NA
2.	AE and EE of the PMU	Reviews the reports submitted by the consultant and sends it to CE-WBP	CE-WBP	7
3.	CE-WBP	Sends the report for review by the ISAP working group	ISAP Working Group	3
4.	ISAP Working Group	Gives their suggestion on the report for modification or approves the report	Consultant	15
5.	Consultant	Incorporates the modifications suggested by the ISAP Working Group if any or raise the bills	CE-WBP	15
6.	CE-WBP	Sends the bill to the DAO for review as per the contract	DAO	7
7.	DAO	Checks the bill raised by the consultant as per the payment schedule mentioned in the contract and the budget sanctioned in IOTMS, upon finding it genuine approves the bill and sends it to DDO	DDO	3
8.	DDO	DDO draws the check and the voucher is sent to the cashier	Cashier	3
9.	Cashier	Enters the check number under the appropriate head of the account in IOTMS which is notified to the bank online and the payment is released to the consultant. Enters the voucher number to the Cash Book on payment, maintains the accounts in WAMIS and sends it to DAG.	DAG	3
Total				56

Table 26: Tabular Representation of Process-11-CE-WBP

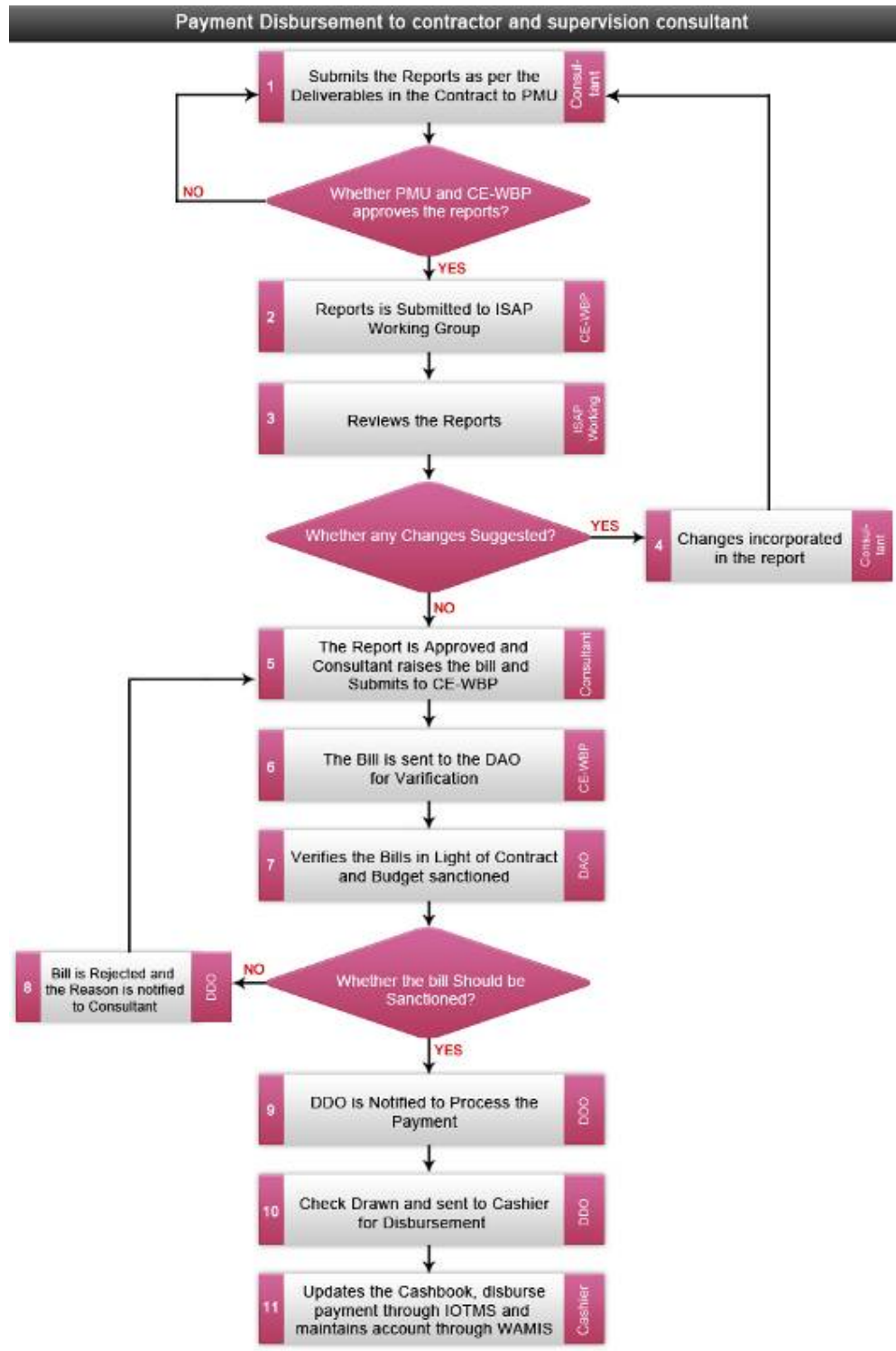


Figure 20: Flowchart of Process-11-CE-WBP (Disbursement of Payment to ISAP Consultant)

5.2.2 Chief Engineer (DPI & Roads) – As-Is Process

Introduction:

The CE (DPI & Roads) is responsible for monitoring the activities of subordinate offices regarding construction, maintenance and repair of Roads in the State of Odisha under public works department.

Wing's Objective:

Construction & maintenance of all the existing State Highways, Major District Roads & other district roads including major bridges, minor bridges, ROBs and other cross drainage works.

Organization Chart of DIP & Roads Wing

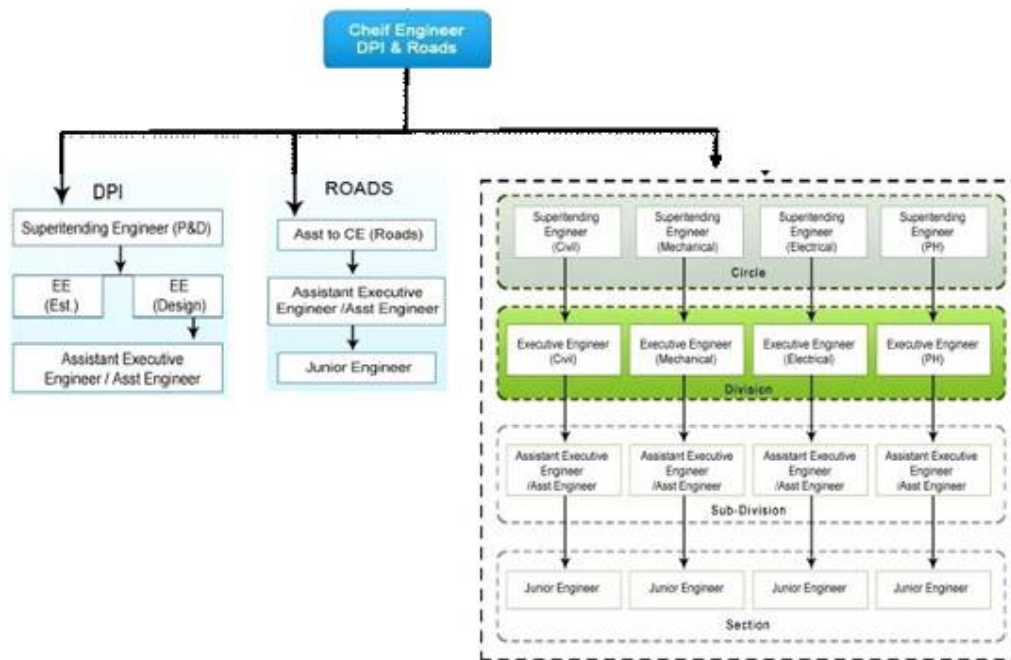


Figure 21: Organization Chart of DPI & Roads Wing

Functions/Activities of the CE (DPI & Roads):

- Chief Engineer, DPI & Roads, Orissa looks after all developmental and maintenance works of State Roads in the books of PWD running in the State of Orissa through Works Department. All works are funded by the State Government and various other schemes.
- He is responsible for planning, budgeting, procuring & delivering services of road construction & maintenance including Bridges & Culverts of all sate

roads of OWD. SE(Mechanical) report to him with his field establishments. He has his dedicated supporting staff accordingly in the head office.

- To administratively Control all the technical & non-technical activities in road sector.
- To monitor for successful & timely completion of Road & Bridge works in the State of Odisha.
- To look after all developmental and maintenance works of State Roads running in the State of Odisha funded by State Govt., Assisted by Govt. of India & deposit works of other agencies if any.
- To call Tenders for the works on sanction of the estimates based on approved designs as per the powers vested under OPWD Code.

Discussion: CSM Team visited Chief Engineer, DPI & Roads (Bhubaneswar) to discuss and study about the working of DPI and Roads wing & its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers of the DPI & Road wing:

- Chief Engineer – Er. Bijan Kumar Behera (DPI &Roads)
- Superintending Engineer – Er. Pramod Kumar Mohapatra (D&P)
- Executive Engineer – Er. B.K. Sahu (ACE-Roads)
- Executive Engineer – Er. Gati Krushna Prasad (ACE-DPI)
- Executive Engineer – Er. Anil Kumar Tripathy (Design-I-Bridges)

Chief Engineer:

It was observed that all Executive Engineers and division offices are equipped with computers the computers in Chief Engineer's office are connected to Internet. They are maintaining the RTI website and the phone directory on computers up to Executive Engineers levels. They have developed a procedure to communicate with their field offices and other related departments through email along with the hardcopy of the letters for records. Though It does not take separate IT initiative but uses the same system, software and hardware that are being used and provided by OWD. CE would like to inspect the entire circle offices for review but could not visit due to heavy workload and other responsibility.

Superintending Engineer (P&D):

It was observed that all the technical files reaching to CE pass through SE-D&P except budget and accounts related files, which are being sent directly to CE through Accounts Officer. SE-P&D takes care of all the establishment and design related

matter under CE(DPI & Roads). All the roads under this department's jurisdiction are recorded and database is developed along with the bar-chart for representation of physical and financial progress of various works carried out or being done by the department.

In NH head office, there are 24 computers and all the computers are not networked through LAN. Besides this all the division offices and circle offices are equipped with computers and connected with each other and with head offices and other offices through internet. All the executive engineers use email for communication with HO and as well as with their field staff.

Powers & Duties of various officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Engineer-in-Chief	Administrative	Appointment of Class-III/Class-IV staff of the Office of the EIC as per approval of the Government in Works Department with due concurrence of the Finance Department.
			Inter Circle transfer of J.Es./ Class-III/ Class-IV employees of R&B Organization.
		Statutory	Chairman of Committee of Chief Engineers for Enrolment, Upgradation & Renewal of Contractors.
			Chairman of Committee of Chief Engineers for revision of Schedule of Rates.
			Issues clearance for processing of Criminal charges by Vigilance.
		Others	Maintains the list of unemployed Diploma Engineers of the state & forwards names on requisition of various appointing Authorities.
Processes all pension papers of office of EIC & those of all Technical staff of the organization to Accountant General, Odisha.			
2.	Chief Engineer (DPI & Roads)	Statutory	A/A-01Crore T/S & Acceptance of Tender up to 03Crores.
		Duties	Administrative and Professional control of activities over the personnel of R&B Organization. Sanctions estimates of works, approves DTCN & BOQ, and

			approves all design of bridges & roads.
		Others	Sanction of Extension of Time.
		Financial	Issue of Plan & Non-Plan allotment. Issue of Letter of Credit. Authorization of funds in respect of P.R. and S.R. works on State Roads.
3.	Superintending Engineer(P&D)	Administrative	All the establishment related files are moved to EIC from SE (P&D). Court cases related to establishment are handled by this section. RTI cases are also handled by this section and SE is the first appellate authority. The establishment related work starting from appointment to retirement of all the JEs, Staffs of the EIC and RDQP is managed by EIC office.
		Technical	All the design related files moves to CE - WB/DPI&R/Buildings as per the nature of project.
		Staff Support	SE (P&D) is assisted by EO-I and EO-II where EO-I takes care of all the vigilance, court cases and litigations EO-II takes care of the salary processing of the employees.
4.	Assistant to Chief Engineer(Roads)	Duties	In-charge of information relating to D.D.O, Cash and establishment matters, Scrap materials, M&E, T&P, I.B's, Tools & Plants, and matters relating to communication Branch. Scrutinizes all estimates, BOQ, all matters for decision of CE. Any correspondence addressed to CE from contractors & others are rooted through him.
		Technical	This section of OWD takes care of the original work and repair work of all the State Roads and Bridges of OWD. It is supported by two sections headed by a Section Officer of 1 Senior Assistant and 2 Junior Assistants. Communication-I deals with all the circles of Northern Odisha and Communication-II deals with all the circles of Southern Odisha each section has 4 Assistant Engineers. Each circle under these subsection is assigned with one A.E. (7 A.E. for

			7 Circles) and one is assigned for the projects funded by Govt of India.
5.	Superintending Engineer (In the Field)	Administrative	Appointment of Class-III staff of Circle Office and Divisions under its control and Class-IV staff of Its office with concurrence of Finance Department.
			Inter Division transfer of Class-III and Class-IV staff under the Circle.
		Statutory	A/A up to 04 lakhs.
			T/S & Acceptance of Tender up to 01 Crore.
		Others	Sanction of Extension of Time.
Sanction of Deviation within 10% or Rs.50,000.00 Registration of 'C' & 'D' Class Contractors.			
Duties	Administrative and Professional control of activities over the personnel of the Organization.		
6.	Executive Engineer	Administrative	Appointment of Class-IV employees with due concurrence of Finance Department.
			Supervision & control of all staff under the Division. Attends all coordination meetings called by Collector of the district.
			Transfer of Class-IV employees working under its control.
		Financial	Cheque drawing power up to the extent Letter of Credit issued. Furnishes monthly accts to DAG Puri in E-mode & in hard copies.
		Statutory	T/S up to 25 lakhs
Check measurement of 10% of works under his jurisdiction.			
Others	Sanction of Extension of Time.		
	Sanction of Deviation within 5% or Rs.10,000/- whichever is less.		

		Duties	Supervision of all works under his Division.
7.	Assistant Engineer	Statutory	T/S of works under Non-Plan up to Rs.30,000/-. Attends To Important Components of Work execution, Check-measures minimum 50% of all works under his jurisdiction after measurements taken by JE.
		Duties	Scrutiny of all estimates, direct supervision of all works under it's Sub-Division. Reports progress of work.
6.	Junior Engineer	Statutory	Recording the measurement of all works under his jurisdiction & process bills for payment.
		Duties	Estimates all works as per approved drawing & specifications, direct supervision of all works under its Section and reports progress of work.

Table 27: Powers and Duties of the Officials under DPI & Roads Wing

Documents control by non-technical staff manually of the Head Office:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class - IV Staff	
6.	Contractor Registration Register	Security Deposit and Registration No. etc	Accounts Branch
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Expenditure Register	Expenditure under different Heads	Budget Branch
9.	U.C. Register	Utilization Certificate	
10.	L.C. Register	L.C. Register	
11.	Tender Register	Tender	Works Branch
12.	Estimate Sanction Register	Sanction of Estimates	

13.	Bill Register, Acquaintance Roll Register, Cash & Cheque Book, GPF Ledger, Special House Building Advance & Book of Drawl	For preparation of dues of employees, drawl & disbursement.	Cash Branch
14.	Road Asset Register	Division wise details of all roads & bridges	Communication Branch.
15.	Building Register	Division wise details of all buildings in the books of PWD of all departments of Govt.	Building Branch.

Table 28: Documents under control of DPI & Roads wing

Rules & Regulations: Following documents are being referred to.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- OWD Contractors Registration Rules – Contractors Registration.
- Orissa Civil Service Rules – Appointment under Rehabilitation Assistant Scheme.
- Orissa Govt. Servants Conduct Rules – Conduct of Government Servants.
- Orissa Civil Service Rules – Disciplinary proceedings against Govt. Servants.
- Orissa Treasury Code (Vol-I&II) – Procedure for drawl from Treasury.
- Orissa General Financial Rules – For Financials Rules.
- Orissa GPF Rules – for Govt. Employees G.P.F.
- Schedule & Analysis of Rates – Rates of Labor & material for Estimate Preparation.
- Orissa Civil Service (Pension) Rules-1992 – Pensioners benefits of Govt. Employees.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.

CE (DPI & Roads)- Processes:

Keeping their main objective in view, the following main processes were studied and given below:

- Approval of Designs’ by CE (DPI & Roads).
- Payment process of Original, Repair and Maintenance work.
- Grievance Redressal Mechanisms.

CE (DPI & Roads)- Details of Process - 1	
Process Name -	Approval of Designs by Chief Engineer, DPI & Roads.
Process Code -	OWD-CSM-ICT-DPI-001
Process Purpose -	Designs prepared by the design wing is duly reviewed and approved by CH before proposal preparation.
Process Goal -	To prepare well planned and economic design of roads and bridges under the organization
Process Owner -	Chief Engineer DPI& Roads & his Engineering team.
Process Primary Actors/Initiators -	Assistant Engineers and Executive Engineer Design who prepares the design sheets of the projects.
Process Secondary Actors/Reviewers -	SE and CE who review and approve the designs appropriate for the project cost.
Process Inputs -	Identified and approved road / bridge to be designed along with necessary survey details/ hydraulic particulars/ foundation soil exploration data.
Process Output -	Approved Design Drawings by CE(DPI & Roads).
Process Primary Actors Time Period -	Approximate – 30 to 60 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 15 to 30 days depending upon the project size.

Table 29: Process-1-CE-DPI&Roads (Approval of Design)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Est'd Time in days
1.	AE & EE - Design	Assistant Engineer & Executive Engineer of Design Wing plan the road or bridge to be designed priority wise.	NIL	2
2.	EE - Design	Executive Engineer Design request Division- JE to do the physical survey and foundation soil exploration of the desired site selected by CE(DPI&Roads).	Division JE & EE	2
3.	Division JE, AE & EE	JE/AE do physical survey and procure soil explorer and send test samples to authorized lab laboratory for testing.	Testing Lab In-charge	60
4.	JE/AE	Submit Soil Test and survey particulars to EE	Division EE	6
5.	Division EE	Submit soil test results and physical survey data to Design Wing	Design EE	2
6.	Design EE	Design wing design and submit the design to SE-D&P along with survey report for review.	SE (P&D) or CE-Design	30
7.	SE (P&D)	If the project is small SE (P&D) approves the design after review and sends to division for proposal and estimation preparation	Division EE	6
8.	CE-Design	If Project is big then the CE-Design wing	Division EE	7

		approves the design and sends it to concerned EE for estimate preparation.		
9.	Division EE	Proposal and estimate is prepared and sent to CE(DPI& Roads) for approval and sanction of funds.	ACE (Roads)	2
10.	ACE (Roads)	Checks the estimates with respect to design & specification & analysis of rates & prepares BOQ.	ACE (Roads)	6
11.	SE (P&D)	Scrutinizes the BOQ process for E-Procurement on approval of CE(DPI&Roads)	SE (P&D)	7
			Total	130 Days

Table 30: Tabular Representation of Process-1-CE-DPI & Roads

Flow of Process - I:

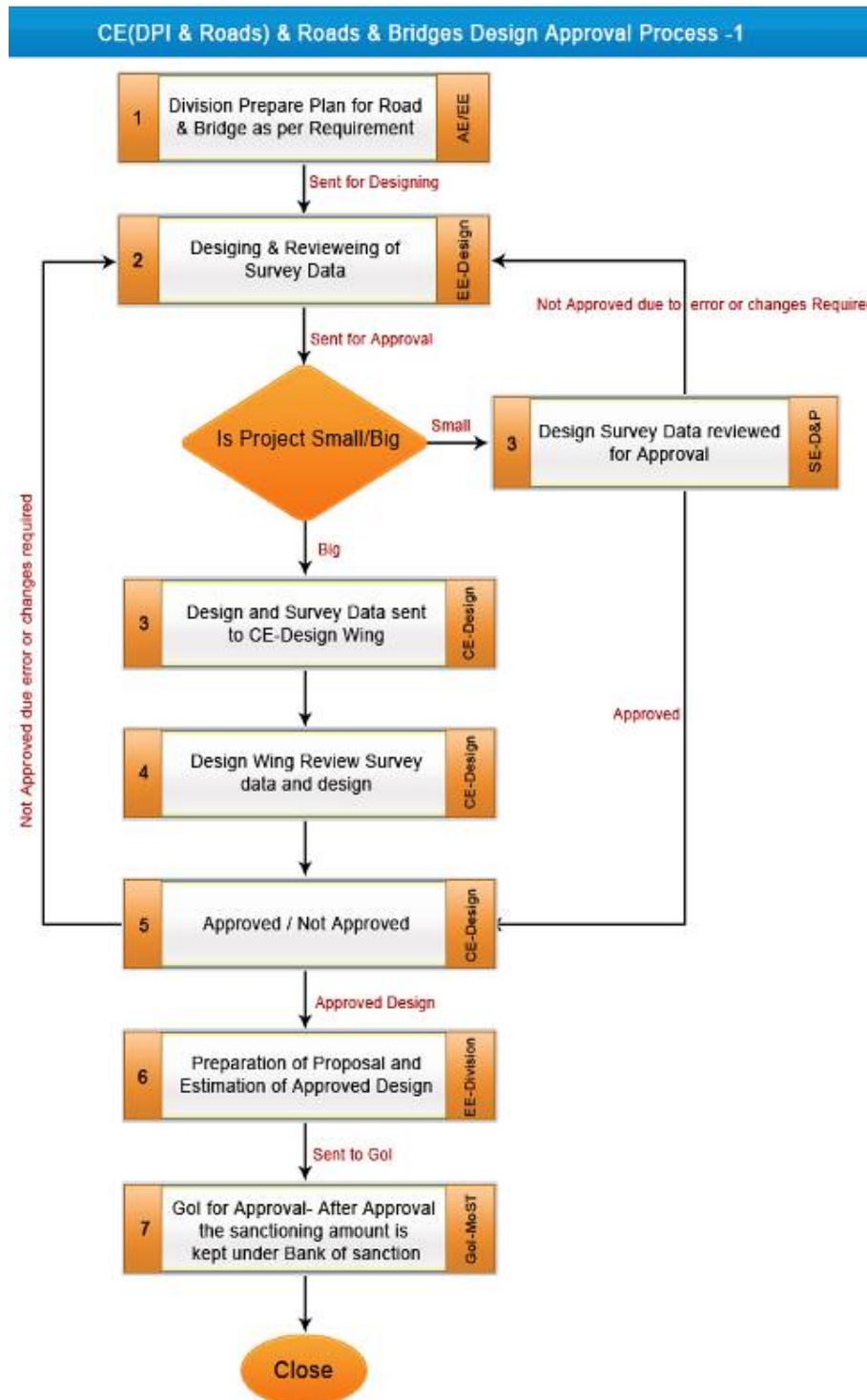


Figure 22: Flowchart of Process-1-CE-DPI&Roads (Approval of Design)

CE (DPI & Roads)- Details of Process - 2	
Process Name -	Payment process for execution of work.
Process Code -	OWD-CSM-ICT-DPI-002
Process Purpose -	Payment Procedure of Original/Repair & Maintenance Work
Process Goal -	To disburse payment for original/repair & maintenance work
Process Owner -	CE
Process Primary Actors/Initiators -	Division EE.
Process Secondary Actors/Reviewers -	DAO/EE/ Contractor
Process Inputs -	Bill of work
Process Output -	Disburse payment.
Process Primary Actors Time Period -	Approximate – 75 days depending upon the work type.
Process Secondary Actors Time Period -	Approximate – 75 days depending upon the work type.

Table 31: Process-2-CE-DPI & Roads (payment for execution of work)

Tabular Representation of Process - 2:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	CE	For approved proposal if funds available to invite tenders.	CE allows Divisions to invite tenders	3
2.	Division EE	Invite tenders through E-Procurement.	Division EE	30
3.	Division EE	Evaluate Tenders.	Division EE	25
4.	Division EE	Award Contract to selected Contractor and signed copy of award of tender is sent to CE for reference	Contractor & CE	2
7.	Division EE	Prepare the bill of work done on the project awarded as per progress of work.	Division EE	3
8.	Division EE	EE review the bill and verify the site of work and process for payment.	DAO/EE	3
9.	Division EE	Report progress Physical / Financial to all concerned.	Division EE	2
10.	Division EE	Submit monthly accounts in E-mode & in hard copies, as per WALMIS to DAG Puri under intimation to CE/SE	DAO/EE	7
			Total	75 Days

Table 32: Tabular Representation of Process-2-CE-DPI & Roads

Flow of Process - II:

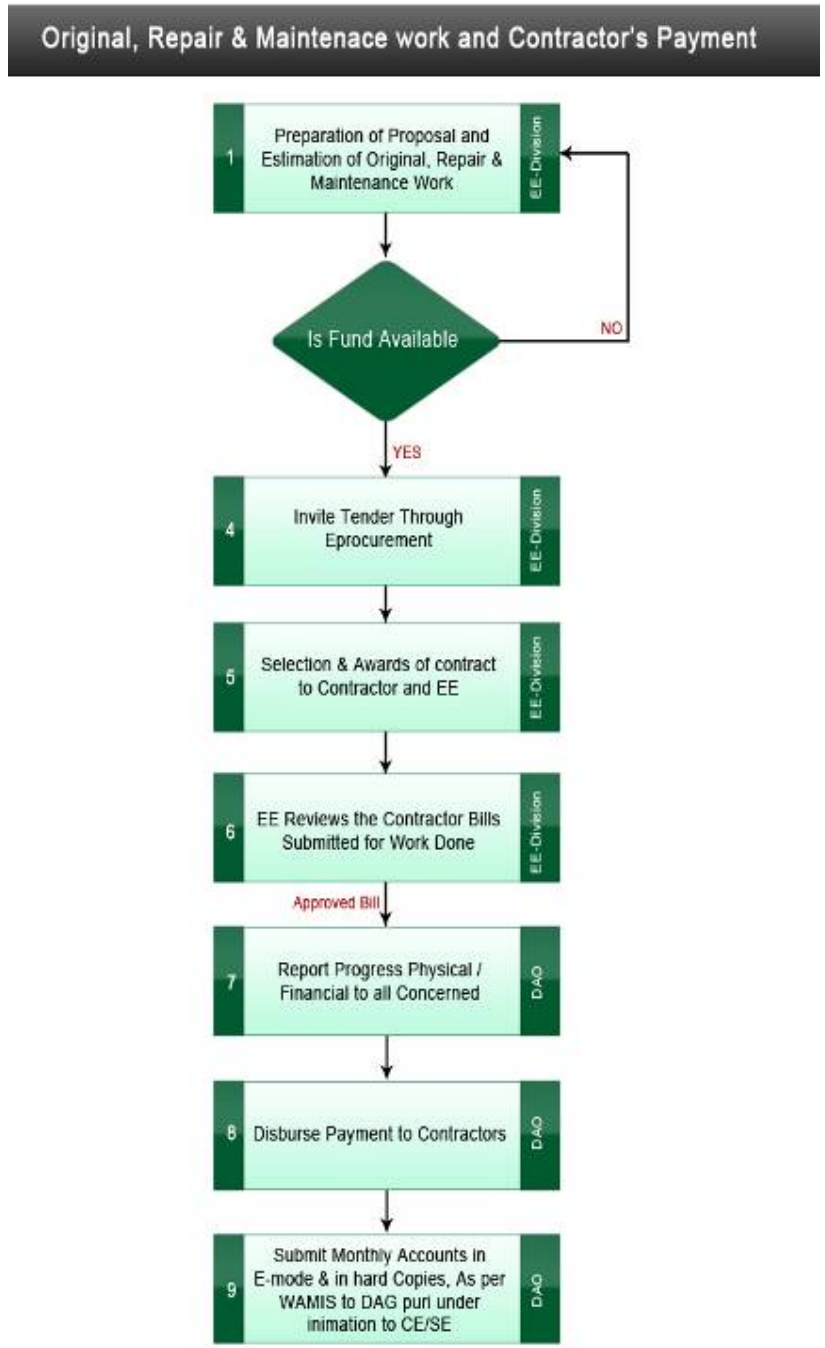


Figure 23: Flowchart of Process-2-CE-DPI & Roads (payment for execution of work)

5.2.3 Chief Engineer (Building) – As-Is Process

Introduction:

The CE building is responsible for monitoring the activities of subordinate offices regarding construction, maintenance and repair of Govt. buildings in the State of Odisha in the books of public works department.

Wing's Objective:

To construct new & maintain all existing Buildings of various departments of Govt. Functions / Activities.

Organization Chart of Building Wing

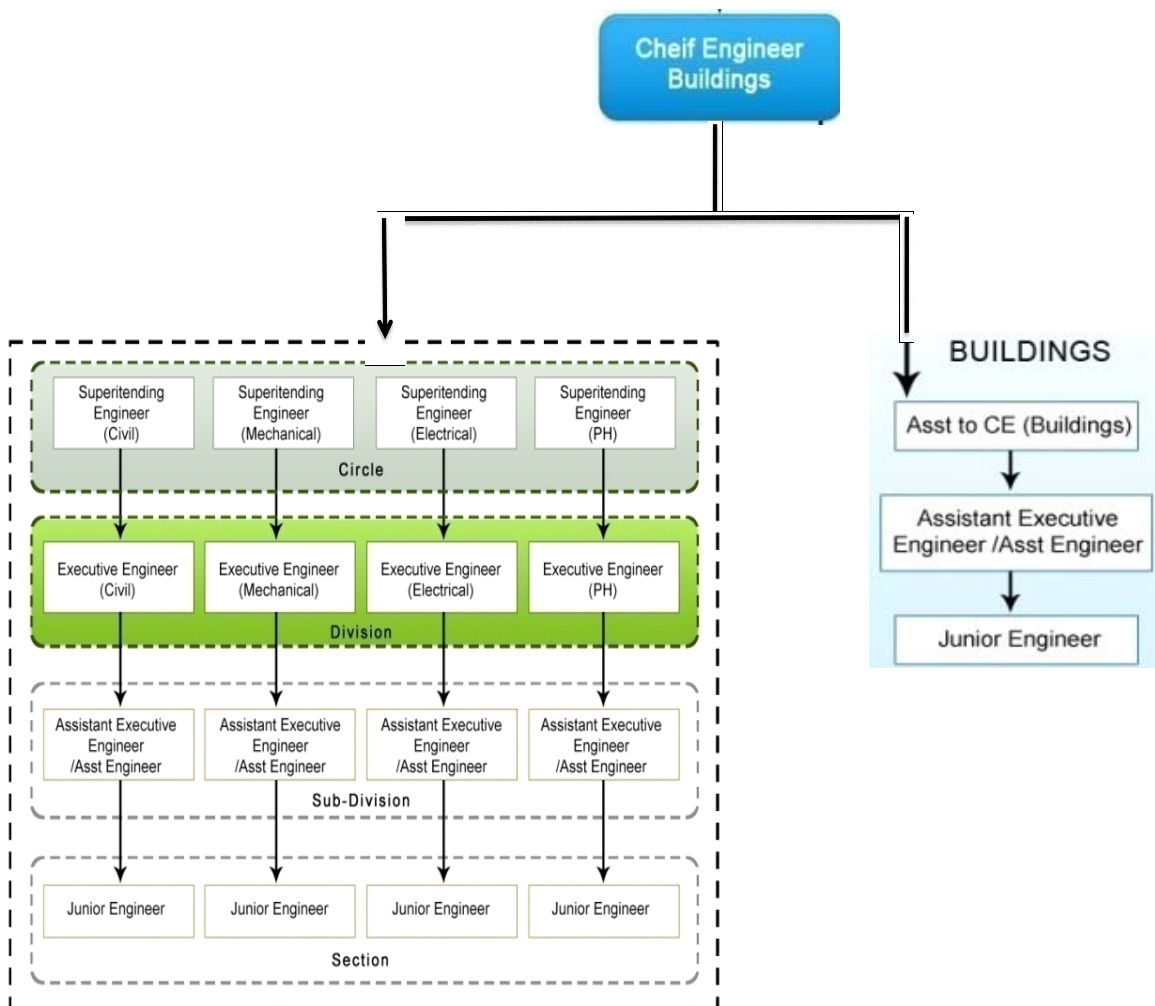


Figure 24: Organization Chart of Building wing

Functions/Activities of the CE (Buildings):

Chief Engineer(Bldg), Odisha looks after all developmental works including new construction, renovation and maintenance of State Govt. Buildings borne in the books of PWD in Odisha. All works are funded by the State Government and various other agencies under different schemes including deposit works.

CE is responsible for planning, budgeting, procuring & delivering services of Building construction & maintenance including internal sanitation & electrification.

SE(GPH) & SE(GED) report to CE-Buildings along with their supporting staffs at circle and division level.

CE collects the estimate for all construction activities of residential & Non-residential buildings borne in the books of PWD of a particular Department from all field Executive Engineers & forwards to the concerned Head of Department for provision of funds ahead of preparation of Budget. On receipt of funds from the concerned dept. CE authorizes EEs to take up the work as per the availability of funds.

CE is supported by 1-SE, 3-EEs, 9-AEs, 8-JEs and other technical staffs including 15 Number of non technical staffs to look after the routine activities as mentioned above.

Discussion: CSM Team visited Chief Engineer, Buildings (Odisha) to discuss and study about the working mechanism of Building wing & its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department.

Powers & Duties of various officers are as follows:

S.No.	Designation	Power & Duties	Description of Power & Duties
1.	Chief Engineer	Powers & Duties	All matters relating to P.W.D. Roads and Bridges including deposit works and matters connected there with * Budget Accounts In case of new proposals under plan schemes and NABARD works etc. and monthly progress reports thereof the planning branch will process the matter to the E.I.C. (Civil) through the concerned Chief Engineers for submission to Government in Works Department.
2.	Superintending Engineer	Duties	Supervision of all works under his Circle.

		Others	Sanction of Extension of Time within the financial competency.
		Financial	As envisages in the OPWD code
3.	Executive Engineer	Duties	Scrutiny of estimates, monitoring the progress of work.
4.	Assistant Engineer	Duties	Assistance in scrutiny of estimates, monitoring the progress of work.
5.	Junior Engineer	Duties	Assistance in scrutiny of estimates, monitoring the progress of work.

Table 33: Power and Duties of Officials under Building Wing

Documents control by under Building Wing:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class - IV Staff	
6.	Contractor Registration Register	Security Deposit and Registration No. etc	Accounts Branch
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Expenditure Register	Expenditure under different Heads	Budget Branch
9.	U.C. Register	Utilization Certificate	

10.	L.C. Register	L.C. Register	
11.	Tender Register	Tender	Works Branch
12.	Estimate Sanction Register	Sanction of Estimates	
13.	Bill Register, Acquaintance Roll Register, Cash & Cheque Book, GPF Ledger, Special House Building Advance & Book of Drawl	For preparation of dues of employees, drawl & disbursement.	Cash Branch
15	Building Register	Division wise details of all buildings in the books of PWD of all departments of Govt.	Building Branch.

Table 34: Documents under control of Building Wing

Rules & Regulations: Following documents are being referred to.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- OWD Contractors Registration Rules – Contractors Registration.
- Orissa Civil Service Rules – Appointment under Rehabilitation Assistant Scheme.
- Orissa Govt. Servants Conduct Rules – Conduct of Government Servants.
- Orissa Civil Service Rules – Disciplinary proceedings against Govt. Servants.
- Orissa Treasury Code (Vol-I&II) – Procedure for drawl from Treasury.
- Orissa General Financial Rules – For Financials Rules.
- Orissa GPF Rules – for Govt. Employees G.P.F.
- Schedule & Analysis of Rates – Rates of Labor & material for Estimate Preparation.
- Orissa Civil Service (Pension) Rules-1992 – Pensioners benefits of Govt. Employees.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.

CE (Building)- Processes:

Keeping their main objective in view, the following main processes were studied and given below:

1. Construction of New building.

- Approval and Execution of New construction of other departments and OWD buildings:

CE (Building) - Details of Process - 1	
Process Name -	Approval & Execution of New construction of Building of other department & OWD.
Process Code -	OWD-CSM-ICT-CEB-001
Process Purpose -	To select site, design the building and get it approved from the respective department to execute the construction work
Process Goal -	Approval of site and design of new building
Process Owner -	Govt. Department /OWD
Process Primary Actors/Initiators -	Govt. Department /OWD officials
Process Secondary Actors/Reviewers -	Division/SE/CE/ Department's or OWD's officials
Process Inputs -	Site and Building Plan
Process Output -	New approved building at the selected site
Process Primary Actors Time Period -	Approximate - 10-15 days to select site and to prepare new building plan
Process Secondary Actors Time Period -	Approximate - 95- 130 days to approve, select vendor and execute the construction work. Construction work will be completed as per the contract time period.

Tabular Representation of Process - I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Govt Department	Dept places a requisition to Division EE along with location of site and specification of building	EE	10-12
2.	EE	Review the site and specification and being the member of the site selection committee, EE approves and signs the documents	Committee	2-3
3.	Committee	Other members of the committee also review and signs the documents	Department	2-3
4.	Department	After getting the approval, department sends all the specification, location dwg and other document to Chief Architect of OWD	OWD Design Wing	15-20
5.	OWD Design Wing	Design the building and all the documents and dwg etc sends to department for final review	Govt Deptt.	15-20
6.	Govt. Deptt	Review all the dwgs and documents and	CE-Building	5-7

		approves it and send to CE-Building for approval		
7.	CE-Building	CE after approving it sends to EE for further action	EE	2-3
8.	EE	EE sends approved DWG and Doc to JE for field survey and soil testing etc.	JE	1-2
9.	JE	JE starts soil exploration at site and send it to lab for testing and collect all relevant data from the field and sends all the data to design wing	Design Wing	6-10
10.	Design Wing	Design wing review all the data and design the project and send to CE-building for approval	CE-Building	4-5
11.	CE-Building	CE-Building approves the design sheets and send to JE through EE	EE/JE	3-4
12.	JE	JE prepares the estimation checked by ASSISTANT ENGINEER and vetted by EE and the estimation is sent to the dep't. for final approval	Govt. Deptt	15-20
13.	Govt Deptt	After getting the approval from the department the EE invite the tender developed by JE&ASSISTANT ENGINEER and select the vendor and sign the contract to start the work	EE,JE,ASSISTANT ENGINEER & Contractor	10-15
14.	CE/EE	Department is requested by CE-building to release the 15% payment in advance to start the work and in the same manner advance payment to be released quarterly to get work completed in time	Department	3-5
15	JE, ASSISTANT ENGINEER & EE	JE & ASSISTANT ENGINEER execute the work and monitor it and EE keeps review of its quality and timely completion of the work.	---	Completion days as per the contract
			Total	93-129 Days

Table 35: Process-1-CE-Building (Construction of new buildings)

Approval, Design & Execution of Construction of New Building at EE(R&B) Division - Process - III

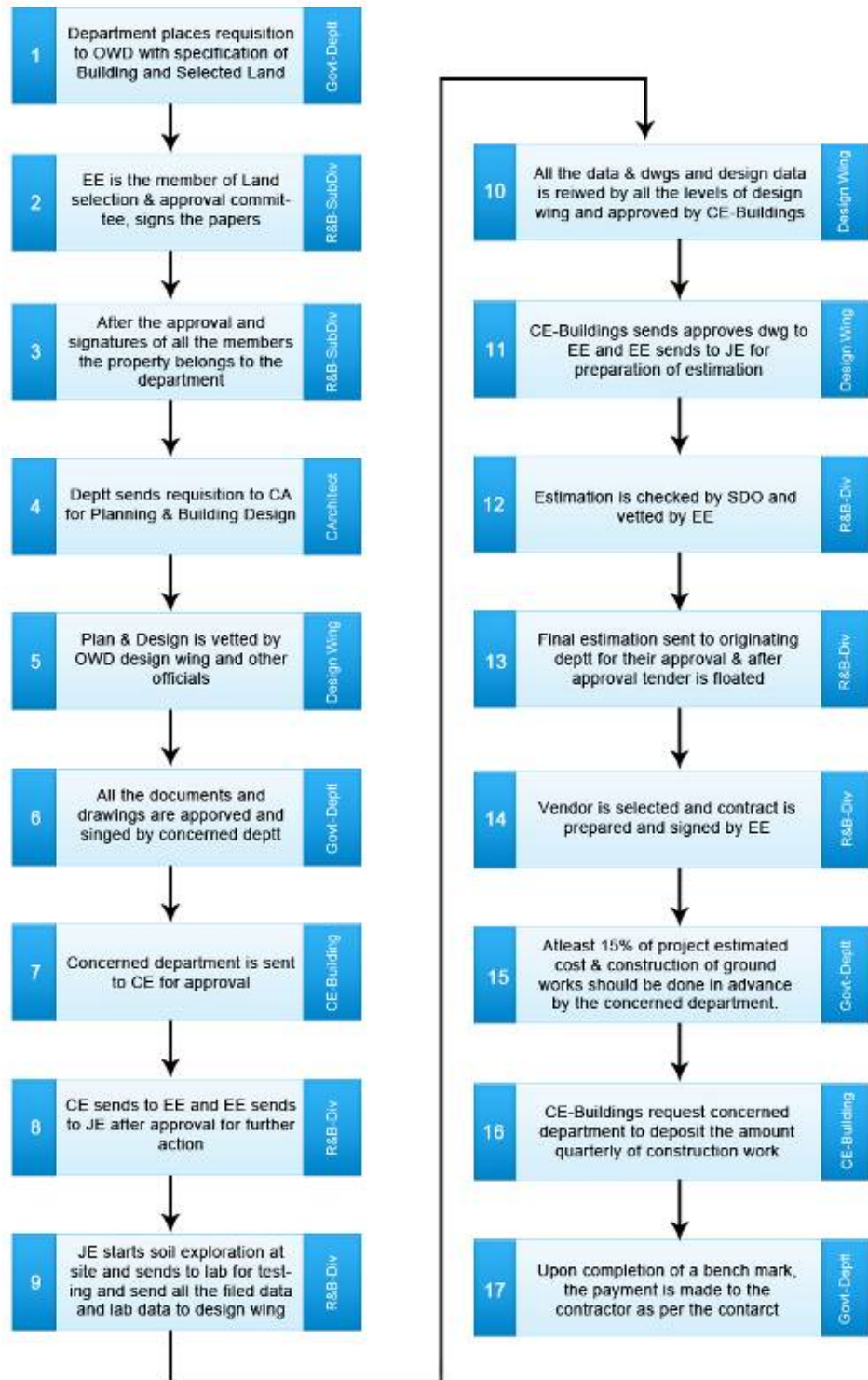


Figure 25: Flowchart of Process-1-CE-Building (Construction of new buildings)

5.2.4 Chief Architect – As-IS Process

Introduction:

The Architectural wing of the state was set up in the year 1945 for designing & Planning of the Government building in the urban areas and particularly for the Capital city, Bhubaneswar. For a pretty long time it was attached to the office of the Chief Engineer (R&B) Orissa under the administrative control of works department. Recognizing the importance of Planning & Architectural designing developments in the management of building projects, the Government of Orissa created a new Heads of Department i.e. Office of the Chief Architect, Orissa vide General Administration Department Order No. 18183 dated 22.10.1986, conferring full administrative & financial power on the Chief Architect, Orissa as Heads of Department under rule-20 of the Orissa Service Code. This Office is functioning as an independent Heads of department since October, 1986 after duly bifurcated from the office of the Chief Engineer (R&B) Orissa as per Works Department order No. 32135 dated 12.11.1986.

This is the only architectural organization for the entire State existing for more than five decades with handful of architectural persons. All types of buildings of various departments & Universities of the State are planned & designed by this architectural organization. It also scrutinizes the designs of multi-storied building sent by local bodies. This HOD has been functioning independently without any branch, zonal, or District offices in the state.

Wing's Objective:

To develop architectural concept and design of the buildings in the Odisha State.

Functions/Activities of the wing:

The main function of this wing is the preparation of architectural designs & drawings for the building projects of the Government, Semi Government Organizations, and Universities etc. The office of the Chief Architect, Orissa is the sole Office in the State of Orissa dealing with all architectural works of the state. The Architectural works include all the building works, landscaping design, urban design and conversation & interior works. It deals with all the Government projects of the state like, secretariat, Assembly, High Court, Raj Bhawan, Jagannath temple purl, all government- colleges, stadiums, collectorate buildings, sports complex, police stations, jails etc. It also takes up the projects of semi-government and autonomous bodies and examines the important multi storied projects of the local authorities.

Duties of the office:

- The office provides all architectural drawings including layout plans, working drawings and detail drawings of the building projects of various departments of the state Government after getting requisition from the client department.
- It also deals with interior design & landscape design etc of the projects.
- It is the duty of the department to collect detailed site information, survey site plans, collect requirements of the projects from the office of the concerned executive engineer of R&B wing or the client department for preparation of design.
- It also undertakes Architectural supervision of building project whenever necessary.

Discussion: CSM Team reviewed and studied the Chief Architect Department's (Bhubaneswar) working, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers:

- Deputy Chief Architect – Mr. B.R.Nayak
- Assistant Architect – Mr. R.Das

DCA:

During the discussion it was observed that there is only one Architectural wing in the State and takes care of all the building designing activities of all the State department's including sports complex & stadium, Temples, High court, Raj Bhawan etc. DCA informed that the Client could send the project directly to the department. Projects may also come routed through the CE-Buildings or Executive Engineer of the concerned division as all the departments or organization of the state discuss their requirement with the Executive Engineer of the division. Then EE forwards all the plan, information given by client like site plan, place, elevation, dimensions, local material or purpose of the building and its usage and so on to CA office. CA office receives all the required information from the division office but can contact the client in case of any doubts or to discuss possibilities and possible designs etc.

Architectwing prepares a conceptual plan drawing on the basis of the information given to the department. The conceptual drawing is then sent to design wing for review and freezing the dimensions and prepare structural design that is sent to architecture wing for preparing detailed architectural plan of the project building.

This wing develop plans for both types of buildings. They are:

- Residential &

- Non Residential

The residential building is developed for the staff officers but selection or eligibility of the building plinth is done as per the scale of pay of the officer but for non-residential buildings, it is mandatory to know the usage and type of activity for which the plan is to be developed. It is very important to know the estimated strength of people to occupy the building, space required as per predefined guidelines, any common facility required etc.

Assistant Architect:

During the discussion it was observed that once the architecture specification and design is finalized then it cannot be changed during the execution stage. He informed that as such no responsibilities lies on CA department after submitting the architectural drawings to design wing but it is mandatory for CA department to supervise the execution work to ensure that all the construction is done as per the submitted plan. If there is any change in the plan then they can object and stop the work.

He informed the CSM team that communication is not done through e-mail because internet is not available with the department but for designing and drafting the architectural plans and preparation of drawings, they are using the drafting tools of AutoCAD and ROBIT software. CA department also uses MAYA and 3D-Max software for preparation of architectural design.

He also discussed the department’s organization structure with the team. The Organization structure is as follows:

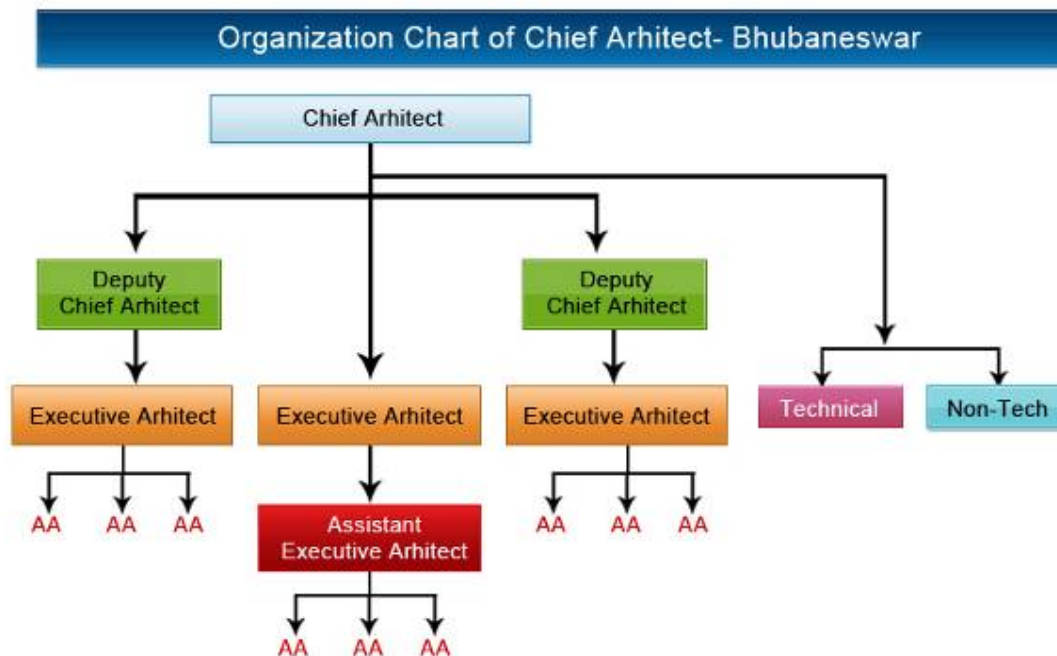


Figure 26: Organization chart of Architect Wing

Manpower Details:

Wing's Present Strength is as follows:

- Chief Architect – 1 no.
- Deputy Chief Architect – 2 nos. (Vacant)
- Executive Architect – 3 nos.
- Asst. Executive Architect – 1 no.
- Asst. Architect – 7 nos.
- Architectural Draughtsman – 7 nos.
- Architectural Assistant – 35 nos.
- Asst. Architectural Draughtsman – 14 nos.
- Technical Staff – 6 nos.
- Non-Technical Staff – 15 nos. (one vacant)

Total Staff in Chief Architect Office– 91 nos.

Powers & Duties of Architect Wing Officers are as follows:

S.No.	Designation	Descriptions of Powers & Duties
1.	Chief Architect	<p>To act as the Heads of the wing with administrative, technical & financial powers as per the provisions of rules and regulations of State Government.</p> <p>It is the duty of the Chief Architect to prepare architectural design for buildings & other works on requisition placed by any of the client department.</p> <p>He inspects the sites of proposed buildings and those under construction including building layout of important nature.</p> <p>He acts as Chief Adviser to all the Departments in the Government, government undertakings like B.D.A., C.D.A., IDCO etc. seeking advice on building designs, construction activities and engagement of architectural consultants. He also advises on building matters to Honorable Governor, Honorable High Court and also Advocate General whenever required.</p> <p>To assign any projects to any officer/staff & issue direct instructions to carry out the job for timely disposal.</p> <p>To advise the executing personnel on minor variations due to site constraint etc. on architectural portions of buildings designed by his office and the executing personnel will carry out the instructions for implementation of the same.</p> <p>To guide sub-ordinate officers in all matters when required.</p> <p>To prepare the concept design of the project having total floor area greater than 3000 sqm and approve all other concepts prepared by subordinate officers.</p> <p>To attend all the Government meetings at State as well as National level.</p> <p>To prepare architectural designs for all types of micro level development schemes in the urban semi urban & rural areas (i.e. Block, Sub-Divisional</p>

		<p>& District Headquarters, Capital, Industrial Townships, Commercial Town & Recreational Complex etc)</p> <p>Architectural work relating to conservation of monuments of historical importance or national interest.</p> <p>To design ornamental features, beautification, landscaping, and interior design works to be implemented by the State Executing Agencies.</p> <p>Preparation of urban design schemes.</p>
2.	Assistant to Chief Architect (Deputy Chief Architect)	<p>To assist Chief Architect in technical & administrative matters.</p> <p>In-Charge of all the projects of a circle assisted by Executive Architect, Assistant Architect, Architectural Draughtsman, Architectural Assistant etc.</p> <p>To guide the Executive/Assistant Architect in preparation of architectural drawings for its timely disposal.</p> <p>To supervise the building projects dealt by Executive/Assistant Architects.</p> <p>To attend the meetings, exhibition & display works of project designs as and when required by the Chief Architect.</p>
3.	Deputy Chief Architect	<p>To deal with the technical files & other allied matters.</p> <p>To prepare the concept design of the project having total floor area above 2000 sqm & up to 3000 sqm.</p> <p>To deal with other official works assigned by Chief Architect.</p> <p>To review and prepare interior Design, landscape design etc assigned by the Chief Architect.</p>
4.	Executive Architect	<p>To prepare the concept design of the project having total floor area between 1000 sqm - 2000 sqm.</p> <p>To prepare concept plan of landscape design & interior design of the building projects.</p> <p>To supervise the building project on site.</p> <p>To deal with the technical file.</p> <p>To supervise the work of Assistant Architects & guide them in development of project drawings.</p> <p>To develop project drawings assigned to him by Deputy/Chief Architect.</p> <p>Deals with official works assigned by Deputy /Chief Architect.</p> <p>To assist Deputy Chief Architect in finalization of design of project drawings if required.</p>
5.	Assistant Executive Architect	<p>To Act as Technical Assistant to Chief Architect.</p> <p>To prepare the concept design of the projects having total floor area more than 500 sqm & up to 1000 sqm.</p> <p>To develop projects, preparation of landscapes design, interior design, urban design and other beautification work of the projects required by the office.</p>

		To supervise the work of Architectural Assistant & Draughtsman in preparation of detail drawing/ working drawing of the projects.
		To control & coordinate the Architectural Assistants & Draughtsman in developing of building project drawings.
6.	Assistant Architect	To assist the Executive Architect and other senior officers in supervision of building projects on site.
		To initiate the technical file of the project & examine it as per requirements & survey site plan by the client department, site engineers & intimate to senior officer.
		To deal with the works of exhibition, display, model work/ photography of important projects.
		To deal with other official works assigned by senior officers/ Chief Architect.
7.	Architectural Assistant	Enlargement, reduction & compilation of Revenue Maps & other site plan to suitable scales & preparation of base map.
		Survey the sites & locations for preparation of contour plan in connection with architectural planning & other construction activities.
		Plotting of contours & boundaries from survey, data & prepare site plan to suitable scale.
		Assist in preparation of comprehensive development plans, master plan, layout plan, campus plan & coloring them suitably to identify zones or other features along with necessary details.
		Preparation of all types of working & detailed drawings of buildings & other projects in various mediums.
		To develop line sketches in to detailed working drawings of suitable scale and also tracing in pencil, ink or any other medium of all types of drawings.
		Detailing of building components and to prepare landscape plan, garden & park layouts & coloring them.
		Rendering of perspective three dimensional drawings & other presentation drawings in different mediums.
		Measure drawings of existing buildings, preparation of interior designs, estimates, analysis of rates, bill of quantities & tenders relating to building works.
		To prepare and submit the completion drawing of the building projects.
		Preparation of models using various modeling materials.
		Assist in scrutiny of building plans for accordance of approval by local municipal bodies or development authorities with special reference to bye laws, zonal regulations, NB code & other standards.
8.	Ministerial Staff	The duties & responsibility of the ministerial staff such as section officer, level-II, senior assistant & Junior Assistant have been mentioned in the record manual – 1964 vide rule 29, 30 &34.

Table 36: Power and Duties of the officials under Architect Wing

Documents control/owns by Architect wing:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Design	Building Design, Interior Design & Landscape Design	All the State Departments including Works Department for administrative approval & execution purpose supplied as Blue prints Diary Section
2.	Drawings	Building Drawings, Architectural Drawings, Interior & Landscape Drawings	

Table 37: Documents under controls of Architect Wing

Rules & Regulations: Following documents are being referred by Chief Architect Department.

- Architect Act -1972 for Technical Works
- Norms prescribed by the Council of Architecture for Technical Works
- Orissa Public Works Department Code for Technical Works
- Orissa Service Code/Rules for Administrative & Financial Work
- Orissa General Financial Rules for Administrative & Financial Work
- Orissa Treasury Code for Administrative & Financial Work
- Record Manual – 1964 for Administrative & Financial Work
- The Orissa Service of Architect Rules-1979 for Administrative & Financial Work
- The Orissa Sub-ordinate Architectural Rules for Administrative & Financial Work
- The executive instructions regarding Financial & Administration received from Government for day to day management of the office.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations and other related works.
- MS-PowerPoint – used for preparing presentations.
- AutoCAD/ Robit – used for Drawing Preparation and Design Sheets etc.
- MAYA & 3D Max – used for Designing purpose.

Chief Architect- Processes:

The main objective of the Chief Architect wing is to develop concept and designing of the building and to prepare detailed drawings for structural designing department and also to supervise the construction of the building as per the concept and design prepared by the department. This department also takes care of the maintenance of the existing building architectural design or if possible to redesign the outside look and inside interior of all the Govt. Building. Keeping their main objective in view, their main processes were studied and given below:

- Approval of Concept & Designs' by Chief Architect.

Chief Architect Department – Details of Process - 1	
Process Name -	Approval of Concept & Designs by Chief Architect
Process Code -	OWD-CSM-ICT-CA-001
Process Purpose -	Designs prepared by the CA department/wing for the new building or existing building is duly reviewed and approved by CA before submitting to client & R&B department.
Process Goal -	To prepare well planned and economic design of roads and bridges under National Highway
Process Owner -	Chief Architect, Architects & other technical team members
Process Primary Actors/Initiators -	Assistant Executive & Assistant Architect who prepares the concept & designs of the projects
Process Secondary Actors/Reviewers -	DCA & CA who reviews and approves the design
Process Inputs -	Identified location/site & requirement for building to be designed.
Process Output -	Approved Concept & Design Drawings by DCA/CA
Process Primary Actors Time Period -	Approximate – 25 to 80 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 5 to 10 days depending upon the project size.

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Client	All the documents of planned building and its requirement along with the location/site plan to CA Department	Chief Architect	1
2.	Chief Architect	To review all the documents, location/site plan and requirement of the building. Also check the floor area and if it is equal and greater than 3000 sqm, it is given to Deputy Chief Architect.	Deputy Chief Architect	3-4
3.	Deputy Chief Architect	Review all the documents, locations/site plan and if required visit site also. On the basis of plan and requirement, DCA prepares the concept design of the building and hand over to Assistant Architect.	Assistant Architect	15-16
4.	Assistant Architect	Review the concept design, requirement of the client and site plan and initiate the technical file of the project.	AA & Assistant	10-12
5.	Assistant Architect	With the help of architectural assistant, Assistant architect prepares the contour plan of the site and collect all the data required for designing and preparation of	AA & Assistant	15-16

		drawings		
6.	AA & Assistant	With the help of Draftsman, AA prepares the working & detailed drawings of the building project and plots all the drawings.	AA, Assistant & Draughtsman	25-26
7.	AA	Review all the drawings and other data and compares with the concepts and if it is okay in all respect then send it to DCA for review	DCA	5-6
8.	DCA	Review all the drawings, survey data, contour plan and compares with the concept prepared. If everything is as per the concept then he sends all the drawings and data to CA for review and final approval.	CA	4-5
9.	CA	Review all the drawings and data and approves the concept and design and submit to the client or the design wing of R&B division for further action.	Client/ R&B Division	3-4
			Total	76- 90 Days

Table 38: Process-1-CA (Approval of concept and Design)

Chief Architect Office Internal Design & Approval of Project Process-I

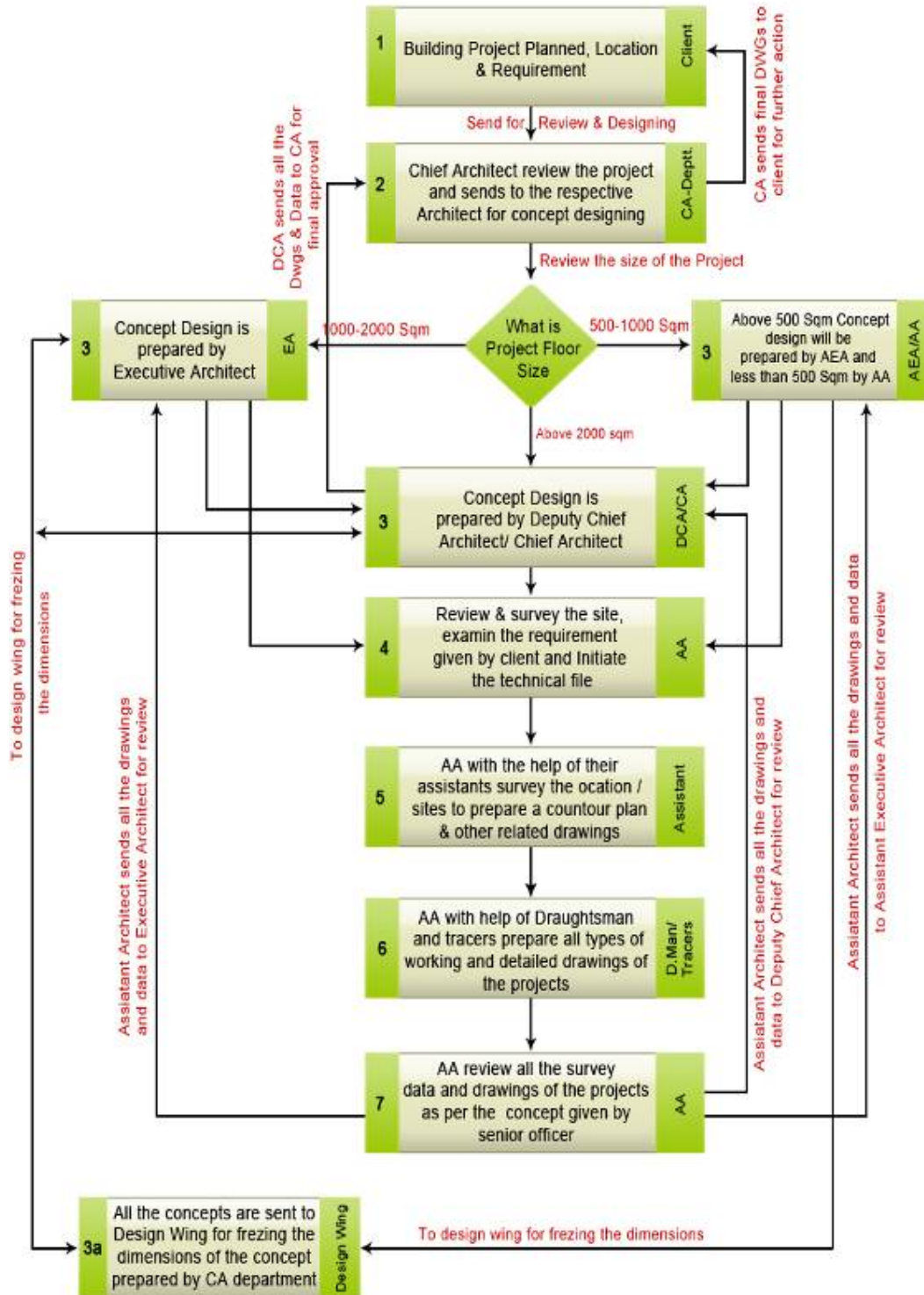


Figure 27: Flowchart of Process-1-CE-Building (Construction of new buildings)

5.3 CE(NATIONAL HIGHWAY)- As-IS Process

Introduction:

Since 12.08.1968, Works and Transport Department was the Administrative Head of the following three Department's Head Offices i.e. (1) **Chief Construction Engineer, A.E.F.P. Sunabeda**, (2) **Additional Chief Engineer, N.H. Projects, Bhubaneswar** and (3) **Additional Chief Engineer, Expressway Project, Odisha, BBSR**. As the activities and the objective of all the above three department were almost same, so, the need arose to merge these three departments into one. During the year 1972 a composite office taking all these three Chief Engineers Office styled as Chief Engineer, National Highways, Orissa, Bhubaneswar was formed by the Government with effect from 01.09.1972 as per Works & Transport Department letter No.18019 dt.23.08.1972.

After transfer of Project Roads to the Control of Chief Engineer, R.L.E. G. & P. from N.H. Wing the Chief Engineer, N.H. & Projects has been renamed Chief Engineer, National Highways, Orissa, Bhubaneswar during November 1988.

Wing's Objective:

To construct and maintain of new and existing National Highways in the Odisha State.

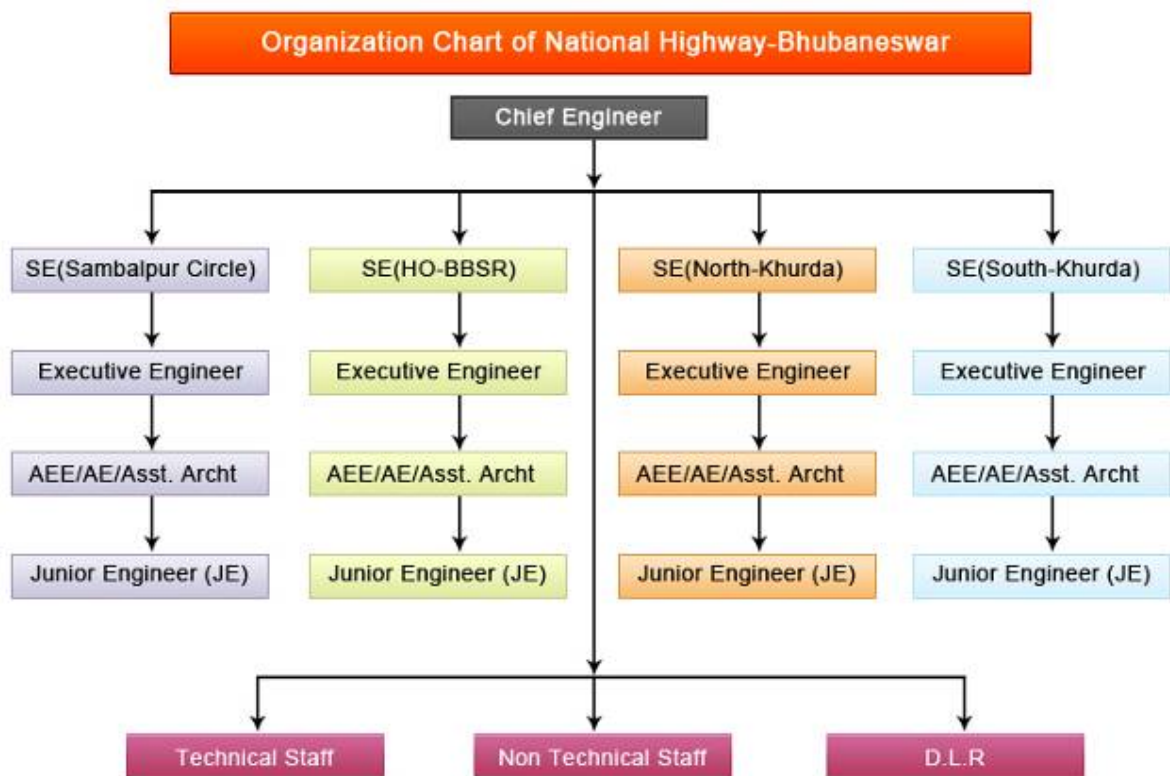


Figure 28: Organization Chart of National Highway Wing

Functions/Activities of the Wing:

- Administrative Control of all the technical & non-technical officers.
- To monitor for successful & timely completion of National Highway works in the State of Odisha.
- To submit proposal for creation of New National Highway to the Ministry through Government of Odisha, Works Department.
- To look after all developmental and maintenance works of National Highways running in the State of Odisha.
- To look after all National Highway works funded by the Ministry of Roads Transport (MoRT), Government of India, New Delhi.
- To call Tenders for the works by the Chief Engineer, National Highway of the estimates sanctioned by the Ministry of Shipping Road Transport & Highways, Government of India, New Delhi.

Discussion: CSM Team visited Chief Engineer, National Highway (Bhubaneswar) to discuss and study about the National Highway department's working, its processes, shortcoming & present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers of the National Highway department and Ministry of Road & Transport (MoRT):

- Chief Engineer – Er. Bharat Ch. Pradhan
- Superintending Engineer – Er. Arun Ku. Mishra (D&P)
- Superintending Engineer – Er. Ram Prasad Panda (MoRT)
- Executive Engineer – Er. R.K.Acharya (Design)
- Accounts Officer – Mr.Saroj Satpathy (AO)

National High Way Wing:

NHAI (National Highway Authority of India) is the corporation under MoRT (Ministry of Road Transport). This is an autonomous corporation of GoI (Government of India). MoRT assigns the roads under NH organization to NHAI. Since the roads are assigned by MoRT to CE-NH, Odisha and also funded by GoI through MoRT. MoRT is the owner of all such roads and it is termed as National Highway. NH wing of OWD takes care of the maintenance, repair and improvements like extension of two lane roads to four lanes etc, of all the roads which are under CE-NH is jurisdiction. For Conversion of State Roads into National highway it depends upon pre-defined criteria laid down by MoRT. MIS needs to be mooted by CE-NH about the required details as per norms that works department og Govt. of Odisha to MoRT, GoI.

This wing also takes care of some rural links which are funded by State Government. The Bills for expenses incurred for execution of work for development of any rural links that are funded by state government, are submitted by Chief Engineer – NH to correct order EE. Payment is made by following procedures laid down in IOTMS.

GoI pays expenses related to establishment and other expenses of this wing in the form of an agency charge to the state Government. National Highway has independent establishment of divisions which is further divided into two parts; Technical and Non-Technical staffs. There is a separate cadre for Non-Technical Staffs while there is no separate cadre for Technical Staff, their services are controlled by works department & EIC (Civil).

To take part in tender process of the works bid by National Highway Department, contractors have to register with National Highway Department of OWD. The process of registration is totally independent and different than OWD department.

Chief Engineer:

Chief Engineer, National Highways, Orissa looks after all developmental and maintenance works of National Highways running in the State of Orissa. All N.H. works are funded by the Ministry of Roads Transport & Highways, Government of India, New Delhi.

CSM team observed that all the computers in National Highway are connected to Internet. National Highways wing is maintaining the RTI website and maintains the phone directory on computers up to Executive Engineers levels. They have developed a procedure to communicate with their field offices and other related departments through email along with the hardcopy of the letters for records. Since, NH is officially under Odisha works department, it does not take separate IT initiative but uses the same system, software and hardware that are being used and provided by OWD. CE-NH would like to visit the entire circle offices for review but could not visit due to heavy workload and responsibility.

Superintending Engineer (D&P)- NH:

It was evident from the discussion that all the technical files reaching to CE-NH pass through SE-D&P except budget and accounts related files, which are being sent directly to CE-NH through Accounts Officer. SE-D&P takes care of all the establishment and design related matter under CE-NH. All the maintenance and repair work undertaken by division offices is paid on lump-sum basis to division offices from the state non-plan grants. All the roads under this department are recorded and database is developed along with the bar-chart representation of

physical and financial progress of various works carried out or being done by the department.

In NH head office, there are 24 computers and all the computers are networked through LAN. Besides this all the division offices and circle offices are equipped with computers and connected with each other and with head offices and other offices through internet. All the executive engineers use email for communication with HO and as well as with their field staff up to sub-division level.

Executive Engineer (Design) – NH:

CSM Team observed that all the roads which are designated or assigned to NH, the design wing of NH prepares the design and improves all the roads and bridges as per the NH standard where bridge width of 12.9m where as the existing formation is 10.5m.

It was also notified that all the super structures are adopted as per the MoRT standard drawings. There is a condition from MoRT that for big projects, a consultant has to be hired for preparation of DPR. In World Bank Projects DPR will be prepared by a consultant and also a PMC consultant is engaged at Central Level by MoRT to monitor all the other consultants work and DPR.

Soil exploration is mandatory to all the roads and bridges to be designed. Presently all the soil exploration is done by Pvt. Organization but soil testing is done at the Govt Labs under NH or approved by NH.

Accounts Officer – NH:

Two separate cash books are maintained, one for centre funded projects and other for state funded projects. Expenditure incurred due to utilization of state funds under state Govt. and for the state projects are submitted to AG. But the bills of Central Govt projects and of Central Govt funds under Central Govt are submitted to SE-MoRT (Resident Officer). The approval and payment is made by RPAO, Kolkata. All the bills are sent electronically through mail and in hardcopy as well.

Report of funds utilization is submitted to Finance Department after approval from DAG and AG respectively and submitted to GoO for release of further funds.

It was also notified that all the MB (Measurement Book) are maintained and the calculation is still done manually. All the MB are verified by EE-NH as per the bills submitted to his office. He also told that salary is drawn on excel to do the calculations faster.

Superintending Engineer (D&P)- MoRT (Resident Officer):

During the discussion CSM team came to know that On behalf of Government of India, MoRT provides funds to NH wing of OWD for repair, maintenance and original work. For all the above said work, the OWD calls the tenders and awards contract as

per the pre-defined procedures. The Executive Engineer signs the contract with the contractor/vendor and a copy of signed contract with contractor is sent to this section for record and further action. Concerned division EE monitors the execution of work and sends a bill to RPAO through SE-MoRT for review and approval. The Se-MoRT verifies the bill and also does the field verification on quarterly basis or as and when required before passing the bill. On receipt of the approved bill by RPAO via SE-MoRT, the RPAO releases online payment to contractor's bank account. The 9% of all the Bills received is transferred to CE-NH office as agency charge. CE-NH office is not paid any agency charge for GoI sponsored schemes for state roads. These types of works are LWE works. This office also conducts the Technical Scrutiny of the projects.

CE-NH is authorized to approve the expenditure up to 5% more than the estimation but for that a separate sanction is required from the MoRT. Once the project is prepared and sent to MoRT for approval and If fund is not available then the approved project is kept in Bank of Sanction. Once the fund is available then the recast estimates as per approved rates is required approval from MoRT. Payment for any project under bank of sanction is made as per the execution of work.

PA to SE of Sambalpur NH-Circle (Er. B. K. Mishra):



Figure 29: Discussion with PA-to-SE (NH)

All the data in circle is maintained manually and the MPR and various reports are received in manual form. No building is constructed under this circle but a building is constructed by Bargarh division.

There are five computers in this circle. All the communication is done through email along with hardcopy. Estimation is done through computers as data sheet is computerized and analysis is done through system. The proceedings of meeting is typed in computer and sent to division offices for compliance. Procurement is done through e-Procurement. DSC is provided to SE, PA-to-SE for accessing e-Procurement.

Manpower Details:

Department's Present Strength is as follows:

- Chief Engineer - 1 no.
- Superintending Engineers - 4 nos.
- Executive Engineer - 18 nos.
- AEE/AE/Asst. Architect - 115 nos.
- Junior Engineer - 124 nos.
- Technical Staff - 262 nos.
- Non-Technical Staff - 1410 nos.
- D.L.R. (Daily Labor) - 187 nos.
- Total NH staff - 1859 nos.**

Powers & Duties of NH Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Chief Engineer	Administrative	Appointment of Class-III/Class-IV staff of the Office of the Chief Engineer as per approval of the Government in Works Department with due concurrence of the Finance Department.
			Inter Circle transfer of J.Es./ Class-III/ Class-IV employees of N.H. Organization.
		Financial	Issue of Plan & Non-Plan allotment.
			Issue of Letter of Credit.
			Authorization of funds in respect of P.R. and S.R. works on N.Hs.
		Statutory	A/A-01Crore.
			T/S & Acceptance of Tender up to 03Crores.
Others	Sanction of Extension of Time.		
Duties	Administrative and Professional control of activities over the personnel of N.H. Organization.		
2.	Superintending Engineer(D&P)	Administrative	Appointment of Class-III staff of Circle Office and Divisions under its control and Class-IV staff of Its office with concurrence of Finance Department.

			Inter Division transfer of Class-III and Class-IV staff under the Circle.
		Statutory	A/A up to 04 lakhs.
			T/S & Acceptance of Tender up to 01 Crore.
		Others	Sanction of Extension of Time.
			Sanction of Deviation within 10% or Rs.50,000.00
			Registration of 'C' & 'D' Class Contractors.
		Duties	Administrative and Professional control of activities over the personnel of N.H. Organization.
3.	Assistant to Chief Engineer	Administrative	In-charge of information's relating to D.D.O., Cash and establishment matters, Sales Tax, Scrap materials, M&E, T&P, Buildings, I.B's. Govt. Quarters, Tools, and matters relating to General Branch.
4.	Executive Engineer	Administrative	Appointment of Class-IV employees with due concurrence of Finance Department.
			Transfer of Class-IV employees working under its control.
		Financial	Cheque drawing power up to the extent Letter of Credit issued.
		Statutory	T/S up to 25 lakhs
			Check measurement of 10% of works under his jurisdiction.
		Others	Sanction of Extension of Time.
Sanction of Deviation within 5% or Rs.10,000/- whichever is less.			
Duties	Supervision of all works under his Division.		
5.	Assistant Engineer	Statutory	T/S of works under Non-Plan up to Rs.30,000/-.
			Check-measurement of minimum 50% of all works under his jurisdiction.
		Duties	Direct supervision of all works under its Sub-Division.
6.	Junior Engineer	Statutory	Recording the measurement of all works under his jurisdiction.
		Duties	Direct supervision of all works under its Section.

Table 39: Powers and Duties of the officials under NH Wing

Documents control/owns by NH Wing:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class - IV Staff	
6.	Contractor Registration Register	Security Deposit and Registration No. etc	Accounts Branch
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Expenditure Register	Expenditure under different Head	Budget Branch
9.	U.C. Register	Utilization Certificate	
10.	L.C. Register	L.C. Register	
11.	Tender Register	Tender	Works Branch
12.	Estimate Sanction Register	Sanction of Estimate	
13.	Bill Register, Acquaintance Roll Register, Cash & Cheque Book, GPF Ledger, Special House Building Advance & Book of Drawl	-----	Cash Branch

Table 40: Documents under control of NH Wing

Rules & Regulations: Following documents are being referred by NH Department.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- OWD Contractors Registration Rules – Contractors Registration.
- Orissa Civil Service Rules – Appointment under Rehabilitation Assistant Scheme.
- Orissa Govt. Servants Conduct Rules – Conduct of Government Servants.
- Orissa Civil Service Rules – Disciplinary proceedings against Govt. Servants.
- Orissa Treasury Code (Vol-I&II) – Procedure for drawl from Treasury.
- Orissa General Financial Rules – For Financials Rules.
- Orissa GPF Rules – for Govt. Employees G.P.F.
- Schedule & Analysis of Rates – Rates of Labor & material for Estimate Preparation.

- Orissa Civil Service (Pension) Rules-1992 – Pensioners benefits of Govt. Employees.
- Data Book of MoRT.
- MoRT Specifications.
- IRC codes of practices.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.
- AutoCAD – used by Design wing for Drawing Preparation and Design Sheets etc.

NH- Processes:

The main objective of the National Highway Department is to maintain, repair and also to build new state roads and national highway which are under their control other than their day to day internal activities like appointment, accounting, budgeting etc. Keeping their main objective in view, the following main processes were studied and given below:

- Approval of Designs’ by CE-NH.
- Approval of New Roads and its funds along with the procedure of payment.
- Payment process of Original, Repair and Maintenance work.
- Grievance Redresser Mechanisms.

National Highway – Details of Process – 1	
Process Name -	Approval of Designs by Chief Engineer, NH
Process Code -	OWD-CSM-ICT-NH-001
Process Purpose -	Designs prepared by the NH design wing is duly reviewed and approved by CH-NH before proposal preparation.
Process Goal -	To prepare well planned and economic design of roads and bridges under National Highway
Process Owner -	Chief Engineer – NH and its Engineering Team
Process Primary Actors/Initiators -	Assistant and Executive Engineer Design who prepares the designs sheets of the projects
Process Secondary Actors/Reviewers -	SE and CE- NH who reviews and approves the design as per the project cost
Process Inputs -	Identified and approved road or bridge to be design.
Process Output -	Approved Design Drawings by SE/CE-NH
Process Primary Actors Time Period -	Approximate – 30 to 60 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 15 to 30 days depending upon the project size.

Table 41: Process-1-CE-NH (Approval of Design)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	AE & EE - Design	Assistant Engineer & Executive Engineer of Design Department of NH plan the road or bridge to be designed priority wise.	NIL	2
2.	EE - Design	Executive Engineer Design request Division-JE to do the physical survey and soil collection of the desired area.	Division JE & EE	2
3.	Division JE & EE	JE does physical survey and soil collection and send soil to authorized lab for testing.	Testing Lab In-charge	3
4.	JE	Submit Soil Testing and physical survey report to EE	Division EE	6
5.	Division EE	Submit soil testing and physical survey report to Design Wing	Design EE	2
6.	Design EE	Design wing design and submit the design to SE-D&P along with survey report for review.	SE (D&P) or CE-Design	30
7.	SE (D&P)	If the project is small SE (D&P) approves the design after review and sends to division for proposal and estimation preparation	Division EE	6
8.	CE-Design	If Project is big then the CE-Design wing reviews the design and survey data along with soil testing report for proposal and estimation preparation	Division EE	7
9.	Division EE	Proposal and estimation is prepared and sent to GoI through CE-NH for approval and sanctioning of amount	Approves and keep it in BoS	2
			Total	60Days

Table 42: Tabular Representation of Process-1-CE-NH

National Highway Internal Design Approval Process- I

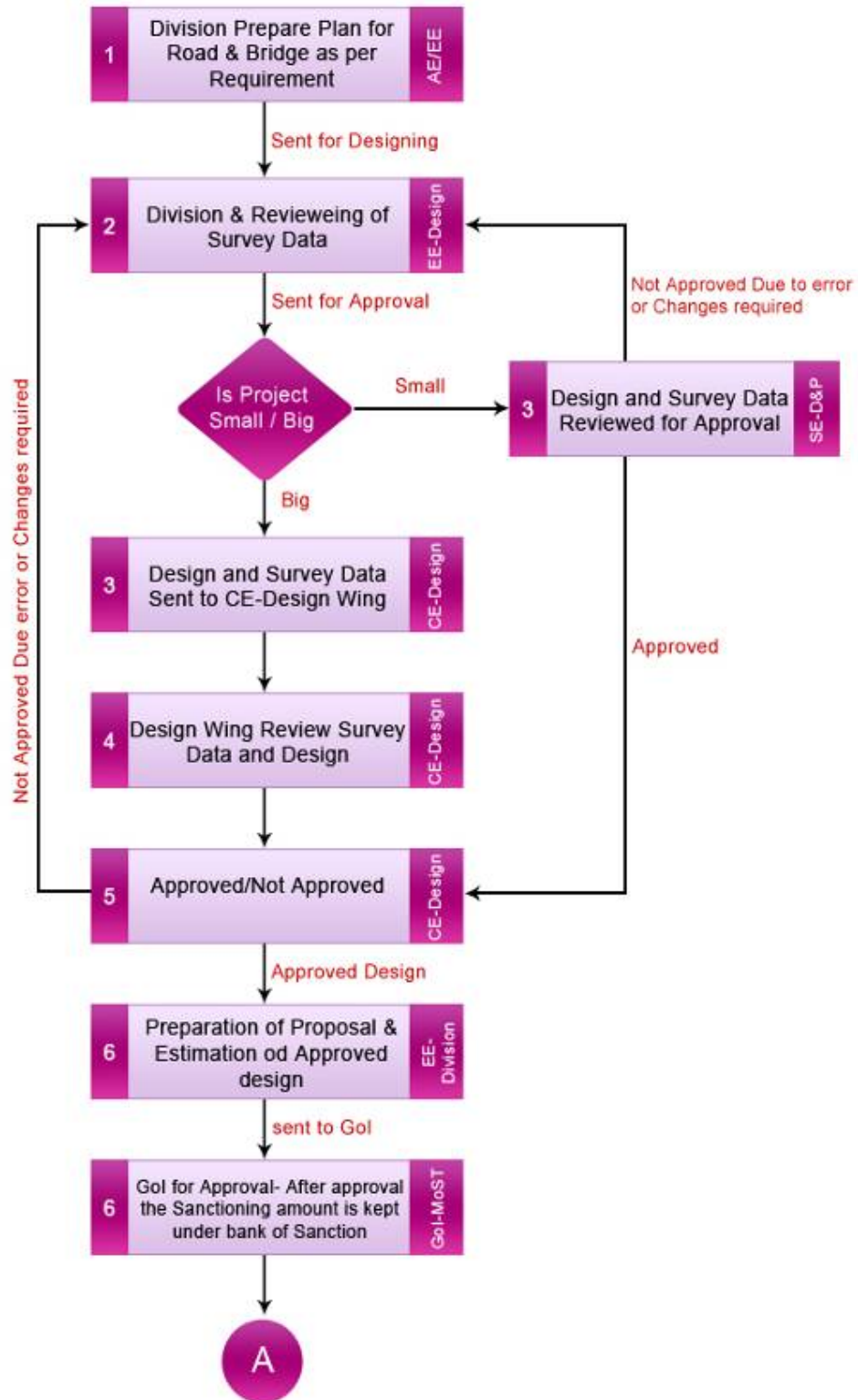


Figure 30: Flowchart of Process-1-CE-NH (Approval of Design)

National Highway – Details of Process - 2	
Process Name -	Approval of New Proposal and Payment Procedure
Process Code -	OWD-CSM-ICT-NH-002
Process Purpose -	Submission of Proposal for new roads or bridges or new NH road (conversion of state road to NH) duly approved by CE-NH to GoI for approval and payment procedure of ongoing new road/bridge projects under NH.
Process Goal -	To get project and amount approval from MoRT, GoI
Process Owner -	Chief Engineer – NH and its Engineering Team
Process Primary Actors/Initiators -	CE-NH
Process Secondary Actors/Reviewers -	MoRT, GoI
Process Inputs -	Approved Proposal and Bills for payments.
Process Output -	Project Approval and Payment to contractor's Bill
Process Primary Actors Time Period -	Approximate – 10 days for proposal and 10 days for bill submission
Process Secondary Actors Time Period -	Approximate – 60 to 90 days for project approval and 30 days for payment.

Table 43: Process-2-CE-NH (Approval of proposal for payment)

Tabular Representation of Process – 2

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	CE-NH	Submission of New Proposal along with estimation to MoRT, GoI	MoRT, GoI	2
2.	MoRT	Review the proposal and approves, If not approved then send back to CE-NH with reason.	CE-NH	15
3.	CE-NH	For approved proposal, If fund is available with GoI, then they allow CE-NH to invite tenders otherwise the sanctioned amount is kept under Bank of Sanction and whenever the fund is available the allow CE to call for tenders.	CE-NH allows Division EE to invite tenders	3
4.	Division EE	Invite Tenders through e-procurement.	Division EE	30
5.	Division EE	Evaluate Tenders	Division EE	25
6.	Division EE	Award Contract to selected Contractor and signed copy of award of tender is sent to SE-MoRT for reference	Contractor & SE-MoRT	2
7.	Contractor	Submit the bill of work done on the project awarded.	Division EE	2
8.	Division EE	EE review the bill and verify the site also and send the approved bill to MoRT for payment.	SE-MoRT	3
9.	SE-MoRT	Review the bill and also verifies at site if required and pass the bill and sent to RPAO-Kolkata	RPAO Kolkata	5
10.	RPAO-Kol	Review the bill and after verifying it, transfer online payment to contractor's account and copy of the transfer receipt to SE-MoRT for reference and record.	Contractor	2
			Total	90Days

Table 44: Tabular Representation of Process-2-CE-NH

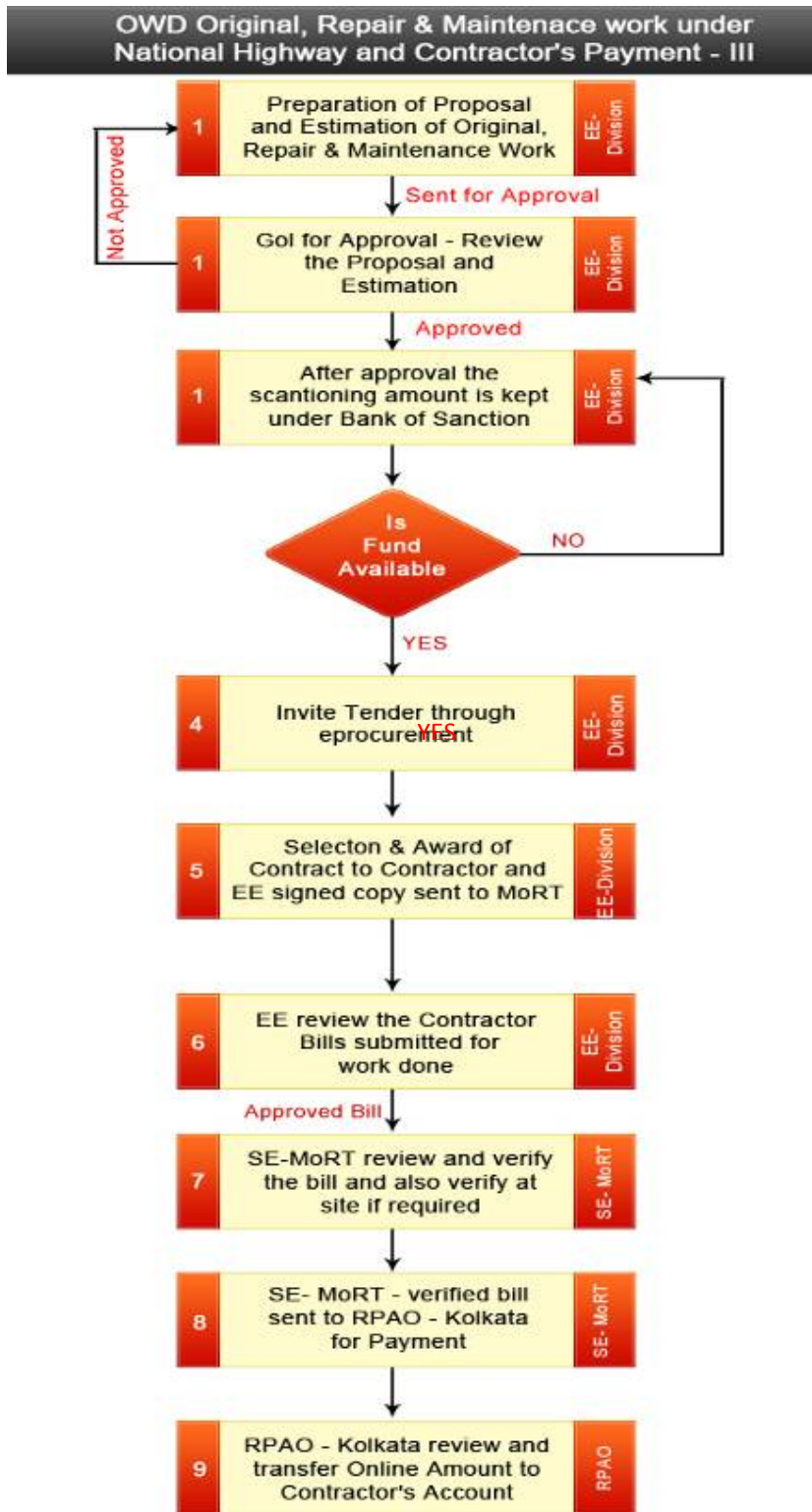


Figure 31: Flowchart of Process-2-CE-NH (Approval of proposal for payment)

National Highway - Details of Process - 3	
Process Name -	Payment Procedure of Original/Repair & Maintenance Work
Process Code -	OWD-CSM-ICT-NH-003
Process Purpose -	Submission of Bills for payment to contractor.
Process Goal -	To get payment from MoRT, GoI
Process Owner -	Contractor & Division EE
Process Primary Actors/Initiators -	Contractors' & EE
Process Secondary Actors/Reviewers -	MoRT, GoI
Process Inputs -	Approved Bills of contractors.
Process Output -	Payment to Contractor's Bill
Process Primary Actors Time Period -	Approximate - 10 days for bill approval submission to MoRT
Process Secondary Actors Time Period -	Approximate - 10-15 days for payment.

Tabular Representation of Process - 3

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Contractor	Submit the bill of work done on the project awarded to EE for review	Division EE	2
2.	Division EE	EE review the bill and verify at site also and approved bill sent to MoRT for payment.	SE-MoRT	10
3.	SE-MoRT	Review the bill and also verifies at site if required and pass the bill and send to RPAO-Kolkata	RPAO - Kolkata	10
4.	RPAO-Kol	Review the bill and after verifying it, transfer online payment to contractor's account and copy of the transfer receipt to SE-MoRT for reference and record.	Contractor	3
			Total	25 Days

Table 45: Process-3-CE-NH (Disbursement of payment)

OWD Original, Repair & Maintenance work under National Highway and Contractor's Payment - III

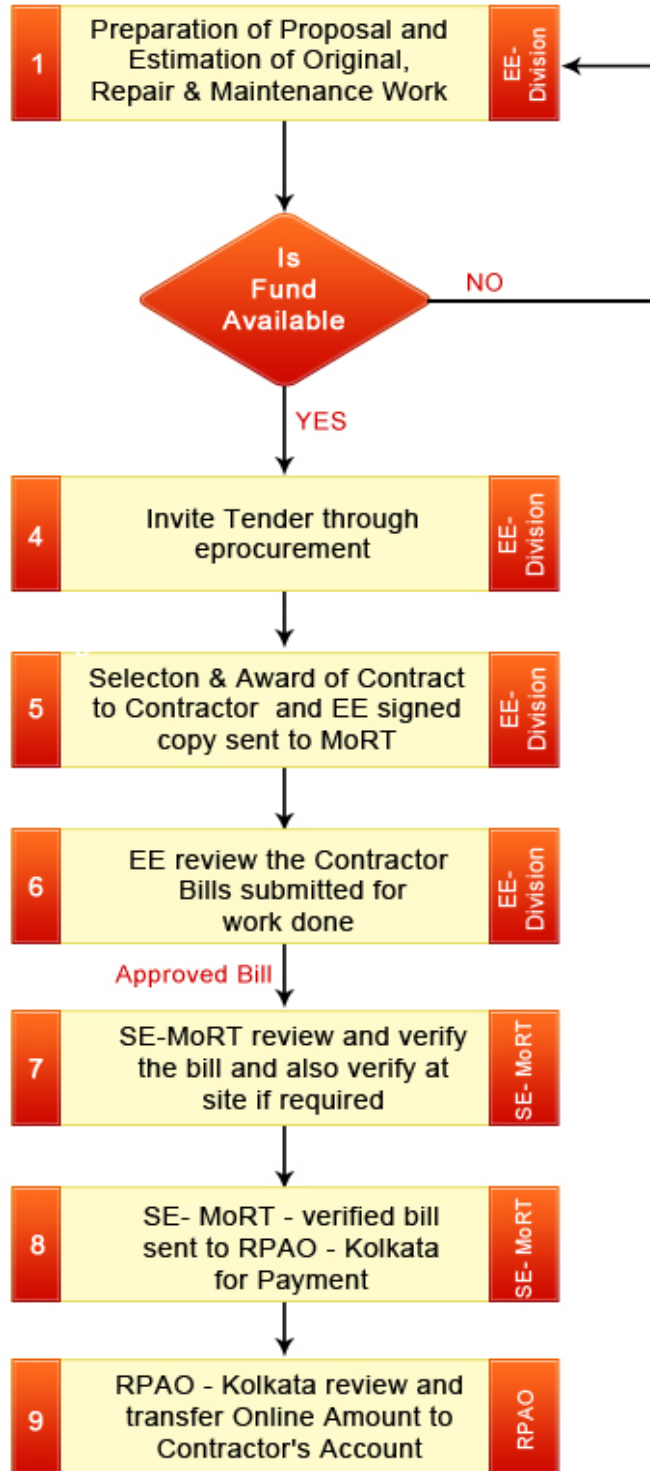


Figure 32: Flowchart of Process-3-CE-NH (Disbursement of payment)

National Highway - Details of Process - 4	
Process Name -	Citizen Grievance Redress Mechanism
Process Code -	OWD-CSM-ICT-NH-004
Process Purpose -	Submit the Grievance form to CE-NH for solution
Process Goal -	To solve the problem or suggestion given by citizen.
Process Owner -	CE-NH
Process Primary Actors/Initiators -	Citizen or Complainer
Process Secondary Actors/Reviewers -	CE-NH
Process Inputs -	Grievance Form on prescribed NH format.
Process Output -	Solution or rectification of problem and implementation of suggestion
Process Primary Actors Time Period -	Dependent on Citizen or Complainer
Process Secondary Actors Time Period -	Approximate – 7 days.

Table 46: Process-4-CE-NH (Grievance Redressal Mechanism)

Tabular Representation of Process - 4

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Citizen/Staff	Submit the Suggestion or Complaint in prescribed form to CE-NH office	CE-NH	2
2.	CE-NH	CE-NH reviews all the forms and prioritizes the dates and time as per the need of form submitted.	CE-NH	7
3.	CE-NH	Call all the complainant as per days decided to rectify the complaint or suggestion	Citizen/Staff	2
			Total	9 Days

Table 47: Tabular Representation of Process-2-CE-NH

Grievance-Redressal-Meachanism_NH

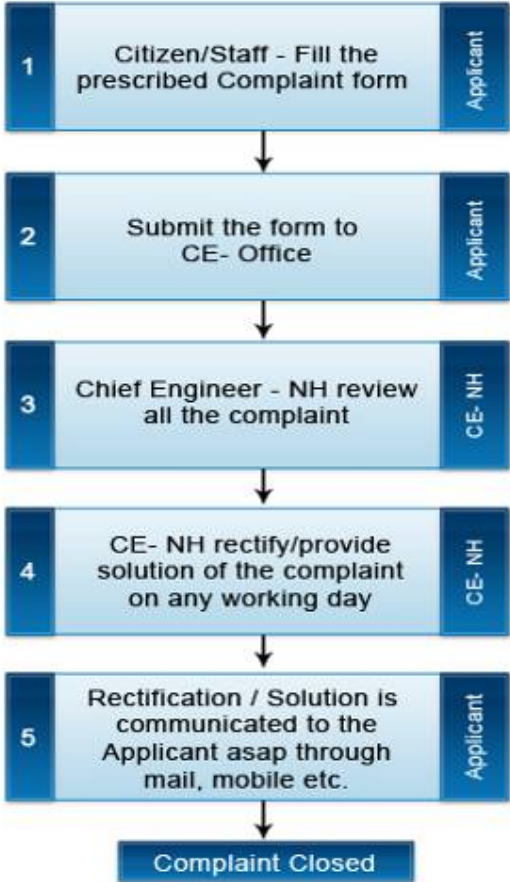


Figure 33: Flowchart of Process-2-CE-NH (Approval of proposal for payment)

5.4 OBCC

OBCC Ltd – As-IS Process

Introduction:

Orissa Bridge & Construction Corporation Limited (OB&CC) was incorporated on 01.01.1983 under Companies Act, 1956 as a Govt. Company. It is a Government Company sponsored by Orissa State Government within the meaning of section 617 of the Companies Act. Since its inception, it has been working as a Govt. of Orissa undertaking Organization.

The Company is a Public Limited Company with initial share capital of Rs.500 lakhs. The Corporation is governed by Managing Director on behalf of Board of Directors nominated by the Govt. under guidelines set by Memorandum of Association and Articles of Association along with work rules mentioned therein.

OBCC's Objective:

The main objectives of the company are to construct Bridges, Roads & Buildings, maintenance of bridges and toll collection in the Odisha State.

Functions/Activities of the Department:

- Construction of all types of Civil Engineering Structures Viz: Buildings, Bridges, Roads, shell roof, high rise and Industrial structures.
- Survey, Investigation and preparation of Project Report.
- Sub-soil exploration.
- Soil & Materials testing in well equipped Modern Laboratory.

OBCC's Esteemed Clients:

State Govt., Military Engineering Services, S.E.Rly., NALCO, Oil India, Orissa Power Generation Corporation, National Thermal Power Corporation, Orissa State Electricity Board, State Bank of India, Puri Municipality, Navodaya Vidyalaya Samitee, Andhra Bank, Orissa State Housing Board, Orissa State Tassar & Silk Co-operative Society Limited, Paradeep Port Trust, Mahanadi Coal Field, Central Tool Room Training Centre, IDCO and IMFA.

Discussion:

CSM Team visited OBCC, Bhubaneswar office to discuss and study about the department's working, its processes, and shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers:

- General Manager (in the rank of SE) – Er. P.K. Nayak

- Senior Project Manager (in the rank of EE) – Er. C.R.Behera
- Project Assistant (in the rank of AE) – Er. S.K.Pattanayak
- Senior Assistant – Mr.P.K.Mishra
- Junior Account Assistant – Mr.B.K. Sahu
- Junior Account Assistant – Mr.Gyana Mohanty

OBCC Ltd:

General Manager:

It was evident from the discussion that OBCC is involved in the work related to construction of Roads and Buildings along with the construction of bridges. At present OBCC is not doing any construction work by itself. Government awards project worth 10cr. every year for its sustenance. Various works are allotted to OBCC by OWD without any tender but the design and estimation of a project which is allotted by OWD to OBCC is done by OWD. The estimation provided by OWD is as per scheduled rates. OBCC modifies the estimation by taking market price of the materials and submits the modified estimation back to OWD for approval. Upon getting approval from OWD, OBCC goes for tendering. If the project cost is more than 20 Lakhs then the tender is called through e-Procurement. For construction of buildings OBCC gets the plan and design of a building done through private firms whose charge is included in the project cost. The projects which OBCC fails to execute are withdrawn and the work is awarded to some other contractors.

In addition to the Govt. awarded and OWD project every year, OBCC is allowed to participate in Bids to get additional projects. Until now, OBCC has constructed 36 buildings for NRHM, 3 are in progress and is also engaged in construction of roads at certain locations with project cost up to Rs. 40cr.

SPM:

From the discussion it was understood that to generate revenue for the department, OBCC also collects toll fees from 45 locations of State Roads and roads under RD. The toll amount collected is deposited at a bank. From the bank a cheque comes to the head office which is equal to the amount deposited. OBCC keeps 15% of the collection as its establishment expenses for collecting toll and rest 85% of the collection is deposited at treasury. At present OBCC is auctioning the tollgates for a particular time period. A private party submits the auction amount and collects the toll at the tollgate. It s a mandatory practice to auction the tollgates on the roads under RD.

Senior Assistant:

OBCC has seven divisions which are at:

- Bhubaneswar
- Quality Control Division (BBSR)
- Behrampur
- Bolangir
- Balasore

- Choudwar
- Cuttack

Each division is headed by an EE and has its separate establishment. They monitor the projects allotted to OBCC in their jurisdiction.

Organization Structure:

Works Secretary is the chairman of OBCC. The technical hierarchy of OBCC is as follows:

- Managing Director (CE) who heads OBCC after chairman
- General Manager (SE) reports to managing director
- Senior Project Manager (EE) reports to general manager and heads a division
- Deputy Project Manager (AE) reports to SPM
- Junior Engineer (JE) reports to AE

All the technical staff is deputed from OWD except two AEs who are recruited in OBCC cadre. The non-technical hierarchy of OBCC is divided into two branches i.e. finance and administrative establishment. The finance section has the hierarchy as follows:

- General Manager Finance heads this section
- Deputy Manager Finance reports to the general manager finance. As general manager post is vacant, Deputy Manager Finance is in charge of the General Manager finance.
- 11 Asst. Manager Finance head the finance section of each division and report to Deputy Manager Finance.
- There are 8 Junior Accountants who report to Asst. Manager Finance.
- There are 55 Assistant Junior Accountants reporting to Junior Accountant.

The administrative establishment section has the hierarchy as follows:

- This section is headed by three Senior Assistants.
- Senior Assistants are assisted by 21 Junior Assistants.
- There are 70 typists, 8 Dispatchers and diarist, one legal Asst, 1 senior steno who is assisted by 8 junior steno and various other officials.
- There are 241 non-technical staff including the non-technical staff at field offices.

OBCC has its own building and land. There are computers at each division and 5 computers at HO with internet connectivity. Communication with division offices and OWD is done through email. Salary calculation and all establishment related activities are managed manually. Cashbook is maintained at the HO and division offices to monitor the inflow and out flow of funds. At present all the accounts process is managed manually through excel. The balance sheet is audited by a CA and sent to AG. From 2006-07 onwards OBCC has started to show profit and a major part of profit comes from toll fee collection.

Organization Chart of OBCC Ltd

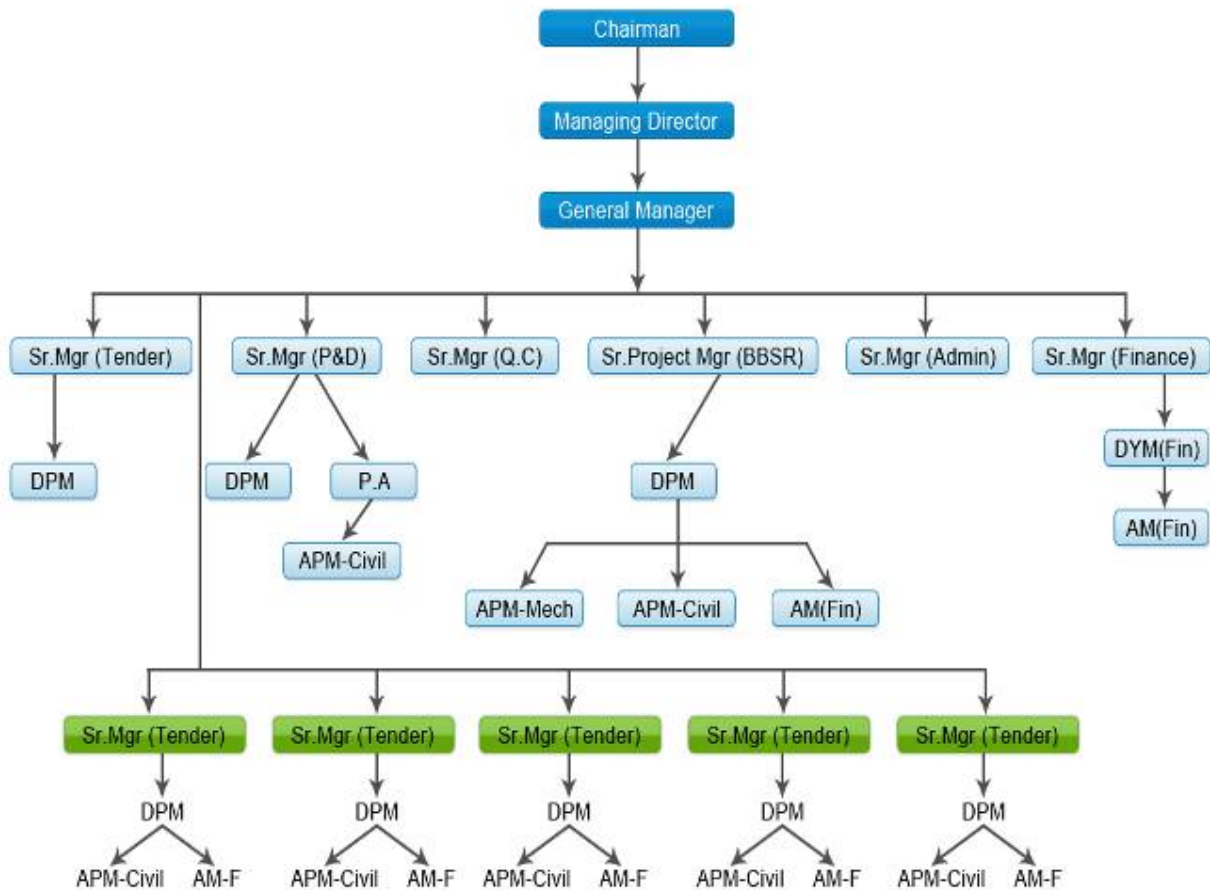


Figure 34: Organization chart of OBCC

Manpower Details:

Corporation's Present Strength is as follows:

- Chairman (Works Secretary) – 1 no.
- Managing Director (CE) – 1 no.
- General Manager (SE) – 1 no.
- Senior Project Manager (EE) – 1 no.
- Deputy Project Manager (AE) – 1 no.
- Junior Engineer – 1 no.
- General Manager Finance – 1 no.
- Assistant Manager Finance – 11 nos.
- Junior Accountant – 8 nos.
- Junior Account Assistant – 55 nos.
- Senior Assistant – 1 no.
- Junior Assistant – 21 nos.
- Typist – 70 nos.

- Dispatchers' – 8 nos.
- Legal – 1 no.
- Senior Steno – 1 no.
- Junior Steno – 8 nos.
- Non-Technical Staff – 241 nos.

Total OBCC staff – 432 nos.

Documents control/owns by OBCC:

- All the documents related to project like estimates, designs and drawings etc. awarded to OBCC are owned by OWD.
- All the contracts reports and contracts awarded to the contractors.
- All the Toll Auction report and contract.
- All the money collected from the tolls.
- Employees Service files and appointment files.

Rules & Regulations of OBCC Ltd:

Construction projects are undertaken department wise by the Corporation on the basis of current market rates (exclusive of overhead charges) along with 15% of the estimated cost as corporation charges.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for accounts calculations & process.

OBCC- Processes:

The main objective of the OBCC Ltd. is to construct roads, bridges and buildings assigned to the organization by the OWD and Govt. In addition to this OBCC auctions and collects toll's money and deposit in the treasury after deducting 15% as establishment and day-to-day expenses. Keeping their main objective in view, the following main processes were studied and details are given below:

- Approval and Award of Project assigned to OBCC by OWD.
- Toll auction and Toll money collection and deposit to Treasury.

OBCC – Details of Process - 1	
Process Name -	Approval of Designs & Estimates by OWD
Process Code -	OWD-CSM-ICT-OBCC-001
Process Purpose -	To award & supervise the contract assigns by OWD to OBCC.
Process Goal -	To prepare well planned and economic design & estimates of projects assigned to OBCC by OWD and Govt.
Process Owner -	Chairman – OBCC & its Team

Process Primary Actors/Initiators -	OWD (R&B) - prepares the designs & estimates of the projects
Process Secondary Actors/Reviewers -	OBCC - reviews the estimates and modify if required and get it approved from OWD for tendering/bidding
Process Inputs -	Design & Estimates of Road /Bridge/Building project.
Process Output -	Approved Design /Estimates by OWD (R&B) wing.
Process Primary Actors Time Period -	Approximate – 30 to 60 days depending upon the project size and quantum of work.
Process Secondary Actors Time Period -	Approximate – 30 to 60 days depending upon the project size.

Table 48: Process-1-OBCC (Approval of Design)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	OWD (R&B) wing	Plan to assign Road/Bridge/Building project to OBCC	NIL	2
2.	OWD (R&B) wing	prepare design and estimates of the project and hand over to OBCC for review	OBCC	20-25
3.	OBCC	Reviews the design and estimates and if required can modify the estimates as per the market rates and submit to OWD (R&B) wing for review and approval.	OWD (R&B) wing	15-20
4.	OWD (R&B) wing	OWD design wing reviews modified estimates and approve the estimate and send to OBCC for tendering	OBCC	7-10
5.	OBCC	Review the modified estimates and prepare tender documents for bidding	NIL	7-10
6.	OBCC	Develop tender of the project & publish for bidding in news papers..	NIL	25-30
7.	OBCC	Evaluate the tenders submitted for the project and select the bidder/contractor	NIL	7-10
8.	OBCC	OBCC award the tender to the lowest bidder to start the work	Contractor	5-7
9.	OBCC	Supervise the awarded project	OBCC	--
			Total	80-90Days

Table 49: Tabular Representation of Process-1-OBCC

OBCC - Assigning of Work by OWD & Award of Contract Process-I

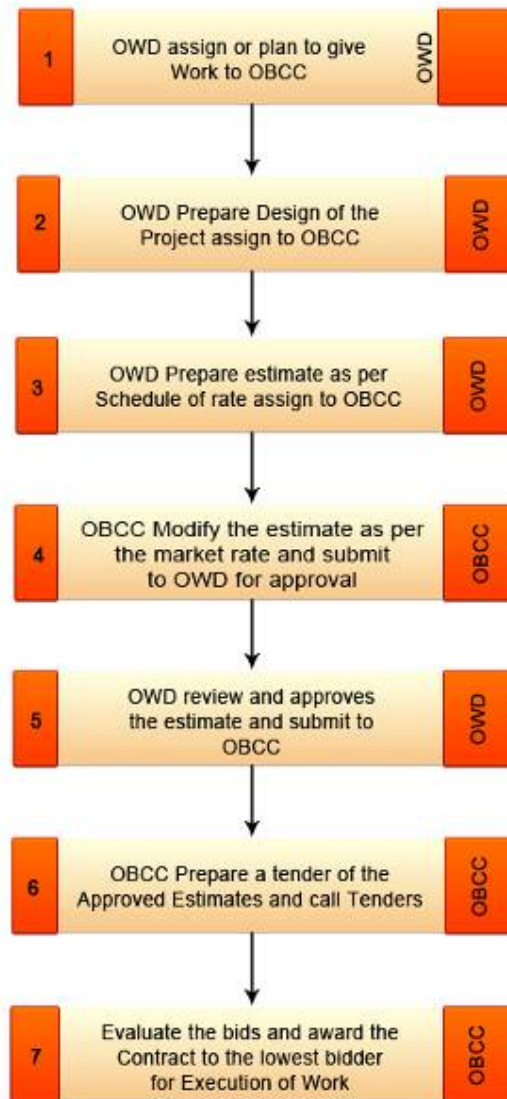


Figure 35: Flowchart of Process-1-OBCC (Approval of Design)

OBCC - Details of Process - 2	
Process Name -	Auction of Toll Booth and collection of toll amount
Process Code -	OWD-CSM-ICT-OBCC-002
Process Purpose -	Auction of Toll Booth and Collect Toll amount and deposit the same in the Bank.
Process Goal -	To award the contract and to collect toll amount
Process Owner -	Chairman/MD of OBCC and its Team
Process Primary Actors/Initiators -	OBCC - MD
Process Secondary Actors/Reviewers -	Contractor & OBCC Finance Department
Process Inputs -	Toll Contract
Process Output -	Award of Toll Booth and Collection of Toll Amount
Process Primary Actors Time Period -	Approximate - 20 days for auction
Process Secondary Actors Time Period -	Approx.- 10 days for collection and deposition of amount.

Table 50: Process-2-OBCC (Auction of Toll Booth & Collection)

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	OBCC	Prepare Auction papers and fix date for auction	NIL	5
2.	OBCC	Auction on fixed date and select the highest bidder contractor for awarding the Toll booth.	Contractor	1
3.	OBCC	Award the contract to the selected bidder	Contractor	3
4.	OBCC	Collect the toll money from the toll booth and deposit into the bank	Bank	2
5.	Bank	Bank issue the cheque of all the amount to OBCC	OBCC	3
4.	OBCC	After deducting 15% of the amount of the cheque issued deposits the remaining amount into treasury.	Treasury	5
			Total	20 Days

Table 51: Tabular Representation of Process-2-OBCC

OBCC-Selection Toll Contractor & Deposit of Toll Amt- Process-II

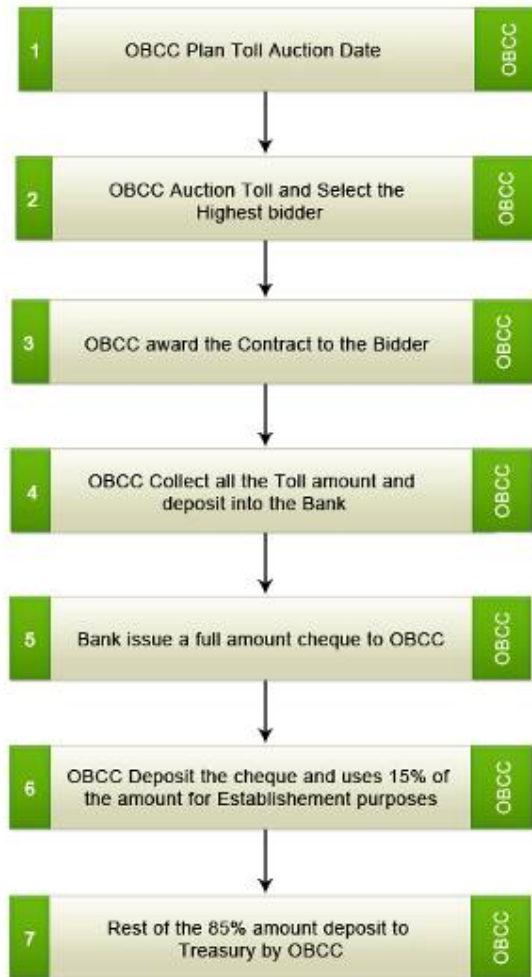


Figure 36: Flowchart of Process-2-OBCC (Auction of Toll Booth & Collection)

5.5 Field Units - OWD

5.5.1 As-Is Study of R&B Circle – Sambalpur

Discussion:

CSM Team visited Sambalpur to study the function of office of the Superintending Engineer (R&B) i.e. Northern (R&B) circle Sambalpur . CSM discussed with SE & his PA in details about the circle activities and processes. CSM team met the following officers:

- Er. Bhata Bhoi . Superintending Engineer
- Er. A.K.Nayak. AE & PA to SE

SE:

During the discussion it was evident that the manual records are kept of the data of all the assets under the divisions in control of this circle. At present, the SE is involved in most of the project under this circle so most of the information is with SE hence regular inspection of division is not possible on regular basis and at some point of time it is not required also. The inspection reports of the higher officers are communicated to the divisions and the compliance to those observations are also monitored. In case of non-compliance, a reminder is sent through letters.

All the observations are intimated to the concerned division through letters for compliance. The compliance sent by the division offices are monitored as well as the non compliance is also intimated through a reminder letter. The circle office has a format to conduct the annual inspection which contains various questionnaires whose compliance is asked from the division office. Division offices send MPR to the circle office and a review meeting is also conducted with all the EE of the divisions.

All the issues faced by the divisions whether technical or contractual, are disposed within seven days. All the establishment related processes are handled manually.

At present there are two computers in this circle.

The division office send the estimates prepared in excels and design data from the field. This data is verified by the circle office and recommends to the concerned CE. Some of the letters are sent electronically through email but not all.

Training is provided on e-procurement process to AEs, Estimators, PA-to-SE, SE, EE, DAO and division estimators.

A copy of the account statement is received from division office through WAMIS.

Any project costing more than Rs. 30 lakhs are procured as a composite tender where GPH and GED prepares the estimates separately, supervises the work and process the bills for their portion. Mechanical wing might not be required for many divisions in view of the SE under this circle.

All the stores are not exhausted, some materials are still there in the divisional level. The entire surplus materials are to be utilized and a survey report to be prepared for disposal of unserviceable materials in accordance OPWD code.

SE office issues license to contractors up to D and C class. The database of all the contractors is maintained manually.

The accounts for salary and other office establishment related expenses are maintained in registers.

Executive Engineer – Bargarh R&B Division – As-Is Process Study



Figure 37: Discussion with EE-R&B division Bargarh

Introduction:

Burla (R&B) division was shifted to Bargarh and was renamed as Bargarh(R&B) division on 12.07.2004 with an aim to create infrastructure development in Bargarh District and part of Sambalpur District. This division consists of four sub-divisions namely: (a) Sohela, (b) Barapali (c) Bargarh-I and (d) Bargarh-2. Bargarh sub-division is further sub-divided into four sections depending on the area and work load and these sections are dealt by one junior engineer. The four sections are:

- Bargarh (R&B) Section –I
- Bargarh (R&B) Section –II
- Sohela Section
- Barpali Section

This division receives funds from both - under state plan and centrally sponsored plan & non-plan from the Chief Engineer (DPI & Roads) and Chief Engineer (Buildings) Orissa, Bhubaneswar, details of which are as follows:

Plan Scheme – For new construction & improvement of roads, bridges and buildings.

- Non-Plan – For (a) repair of roads,
(b) Repair of non-residential buildings and
(c) Repair of residential buildings.

Circle and Division's Objective:

This unit is known as Bargarh (R&B) division. It is under the control of Engineer-in-chief (Civil), Orissa, Bhubaneswar under the administrative control of works department. The main aim and objective of this unit is to improve and maintain state highways, major district roads and other district roads. Besides, this division is in-charge of annual maintenance and repair of non-residential buildings and Govt. residential buildings.

Circle and Division's Mission/Vision:

The Chief Engineer (DPI & Roads) and Chief Engineer (Buildings) Orissa provides funds basing on the budget allocation to improve and maintain roads and buildings. Estimates are prepared by this division and technical sanction is accorded by the competent authority and works are executed as per provision contained in OPWD code.

Functions/Duties of the unit:

- Estimates for all the projects identified to be taken up under state plan and non-plan is first prepared and technically sanctioned and get executed by inviting tender.
- The roads and buildings coming under this division are being improved and maintained by this division thereby ensuring uninterrupted movement of vehicular traffic.
- This division is entrusted with improvement and maintenance of different roads and buildings. For formulating the plan and programme. The views of peoples' representatives like MLAs/MPs/ Zilla Parisad are taken into consideration.

Discussion: CSM Team discussed and studied the Bargarh Division in details regarding their work, functions, activities and duties and also IT implementation in the division and other related software application, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers:

- Executive Engineer (R&B) - Er. Surya Narayan Acharya
- Assistant Engineer (r&b-bargarh) - Er. A.K. Panda
- Junior Engineer (Estimator) - Er. P.K. Mohapatra
- Junior Engineer (Section-II) - Er. Pabitra Pradhan
- Junior Engineer (Sohela) - Er Gajendra Behera
- Assistant Engineer (Padmapur)- Er Ananta Ch. Sahoo
- Cashier - Mr. R.K.Sahoo
- DAO - Mr. Triloki Nath

Executive Engineer:

This division takes care of new construction, maintenance, repair and special repair work of all the state roads and buildings under its jurisdiction including Deposit works. The details of maintenance work of roads are maintained and recorded in the form of Bar Charts. All the data related to buildings and Roads and details of each asset under the jurisdiction of this division and each sub-division are stored in the system.

The white wash of all the buildings are done every year along with little repair and plastering. Other maintenance work is taken up by getting the complaints from occupants. This ASSISTANT ENGINEER and JE maintain a complaint register. Actually, no budget is prepared for MR works rather various MR works are prioritized upon getting funds for MR works as per ceiling of the fund received on plinth area basis. Criteria for selection of repair work is as follows:

- Structural Safety of Building
- To make the building user friendly specifically for women and physically handicapped
- Internal sanitation

- Leak proofing
- Other repairs like doors and windows

Adequate funds are not available for Special Repair works for the govt. buildings of other departments. Upon receipt of requisition sanction the funds as normal funds are insufficient for maintenance of buildings other than OWD buildings. As per EE, generally, maximum complaints for maintenance work come from residential buildings. For the MR work, the basic data of buildings is taken from its Measurement Book and more focus is given for lower type (LT) residential buildings. Proper mechanism or format to keep track of the MR works executed on the residential and non-residential buildings are maintained properly. Some of the JE's maintain the register and format for registering the complaints.

An assistant engineer is answerable to EE for any work under his sub-divisions. For all the emergency work of values equal to or less than Rs. 10,000/-, a K-2 agreement is made for the execution of work with the job worker. The agreement is prepared as per schedule of rates.

MR work is for one year which is otherwise known as annual maintenance work but Special Repair work is taken up for a period of three years. The amount under various heads is fixed by Chief Engineer and the divisions plan the expenditure by prioritizing various works. There are 12 to 14 heads for executing MR works under two schemes i.e. Plan and Non-Plan.

The complaints received for MR work of GED and GPH are notified to the concerned GED and GPH divisions but there is a coordination problem between PHED and R&B divisions for maintenance work because the external PH lines are constructed and maintained by PHED and whereas internal PH lines are constructed and maintained by GPH wing of OWD. To receive the funds for the maintenance work EE sends a requisition to CE-Building about the requirement of funds as per building plinth area and CE allocate funds after reviewing the requisition.

Regarding roads repair work, it was understood that only MR, SR and improvement works are taken up and periodical repair is a part of MR works. For road works an action plan (proposal) is asked by CE-roads and sanction is made as per the estimation and the MR fund is sent on work basis.

Regarding Stores, it was understood that not all the stores are completely exhausted, all the usable items in the stores are exhausted, and 90% of the unusable items have been surveyed, reported, and already disposed of after getting the approval. Now, Site account is no more required as no material is issued by the department. All the equipments, tools and plants are in the T&P account of the JE of the concerned section.

Road crust database of all the roads are not there in soft form or on computers but the road crust database of few roads is there in hardcopy in a bar chart format (though is prepared in excel). As per the instruction of HQ the road surface condition is maintained in a bar chart format which also indicates the sub-base as well as base details. In the crust details the thickness of each layer is also mentioned. Three registers are maintained at division level to record roads conditions and the registers are as follows:

- Stage Pass Register – Synchronizing and recording the event and activities of the work as per the execution schedule so as to allow each stage of the event and to proceed with the next activity as per the specification and condition of the contract.
- Condition Survey Register - to record data of roads which are maintained along with the requirement of repair and improvement.
- Cross Drainage Register - to record each road a separate cross drainage details.

During the discussion it was evident that subdivision office maintains a cash book and all the accounts maintained by JEs are consolidated at the concerned subdivision office in the prescribed format. The physical and financial progress of various works carried put at each subdivision is intimated to the division office in each month. The Subdivision office maintains a cash book. All the accounts maintained by JEs are consolidated at the concerned subdivision office in the same format. The data of each subdivision is updated to division office by the concerned AE.

All the subdivisions and the division office have computers. JE's knows to operate computers but presently they don't have any computers. OWD does not provide any training to the staff but they have learnt computers on their own. Presently computers are used for preparing estimation in excel and typing letter in Word. Analysis of rates are done in excel. Most of the communication is made through email apart from the traditional way of the communication.

Every sub-division has a register to maintain the cross drainage of various culverts and bridges in their jurisdiction. Photograph along with the condition of each bridge and culvert is mentioned. EE visits the culvert and bridges to verify the information provided in the registers.

Surface condition survey of the roads is done every year. A sample of the construction is sent to the labs for monitoring the quality of the construction. The grievance redress of contractors is handled by JE, AE and EE. In very few cases it is referred to senior officials. In case of natural calamity the intimation is directly sent to fund allocating authority i.e. CE for any work with copy to inline senior officials.

Monthly accounts are given for receipt and expenses. Only one cash book is maintained for State funded projects and also submitted to DAG within first ten days of the subsequent months for review. The funds allotted are deposited to remittance head of the bank through treasury. Finance department has issued the authority to EE for expenditure under head of deposits. A bill is raised by the contractor and the bill is reviewed and checked from the contract and schedule rate and after passing the bill, a bill become voucher and this voucher is entered to the CB and sent to the DAG for audit.

The cumulative payment details report of each works should be generated from the system but the deviation of quality and quantity is monitored at the time of passing the bill. For request of any deviation of work by OWD, a sub-contract is made as per the OPWD code and SR. With MB, a deviation statement is also sent to the division by the AE. EE has the authority to accept the deviation up to 10,000/- or 5% of the project cost whichever is less. A part of the payment to the contractor is withheld if there is any defect in the works executed. The full payment is released upon rectification of the defect.

A file is maintained to record all the communication done with the contractor by JE and AE duly approved by EE and details of contract proposal to its preparation contract of the project are maintained in this project file. Besides this project file another work file of the project is maintained to record details of execution of works, correspondence with the contractor and payment made to contractor.

During the discussion with DAO it was evident that there is a special lab under this division and there only three court cases where two cases are lost and one at the verge of completion. All the payments recommended is made by DAO after satisfactory verification to avoid the audit para. DAO also informed that salary bills are prepared in excel but processed manually. The bills are printed and sent to the treasury in hard copy. The passed bills are sent to the bank and the amount is transferred to the bank account of the concerned employee. For salary expenditure one entry is made in the Cash Book and it is maintained in Excel. Cashier has computer and he knows to operate it.

The budget preparation by the field offices and sanction by the HQ is notified in hardcopy. Physical and financial progress reports are submitted to division office by the Sub-division office which is consolidated at the division office and sent to the HQ. EE also informed about the strength of the division. Out of the 19 technical staff under this division 10 among them know computers.

Powers & Duties of Officers under R&B Division are as follows:

S.No.	Designation	Descriptions of Powers & Duties
1.	Executive Engineer	Drawing & disbursing officer, execution and supervision of works, preparation of plan, estimates, tenders, agreements and payment to different agencies, budget etc.
		EE can approve tenders up to 50 lakhs.
2.	Assistant Engineer	Execution and supervision of works (4nos of AE in Division)
		Preparation of estimate and supervision of works. (AE one no –upgraded)
3.	Divisional Accounts officer	Initial checks of accounts and checking of works bill, compilation of accounts.
4.	Head Clerk	Over all supervision of office, pensioner and establishment bills..
6.	Senior & Junior Clerk	Ministerial Works.

Table 52: Power and Duties of Officers under R&B Division

Documents control/owns by EE, Bargarh Division:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Cash Book	Details of daily transaction made	Cash Section
2.	Estimate	Details estimate of work	Estimating Branch
3.	Agreement	Contracts made with contractors to execute the work	Accounts Section
4.	Voucher	Details of payment made	Cash Branch
5.	Measurement Books	Details of measurement taken in a work	Concerned Junior Engineer
6.	Plan & Drawing	Details of plan and drawings of a project	Draughtsman

Table 53: Documents under control of R&B Division

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations and other related works.
- WAMIS – for accounting bills
- IOTMS. – for releasing the cheques to the contractor’s & others

Executive Engineer- Processes:

The main objective of the Division is repair of buildings, roads and new construction of buildings under OWD and also other departments buildings. Since this department takes care of repair work and new construction the process of this department is also related to these activities and the payment to the contractor / Vendor. Keeping their main objective in view, their main processes were studied and given below:

Approval and Execution of Repair Work of Buildings:

EE (R&B) Department Bargarh – Details of Process - 1	
Process Name -	Approval & Execution of Repair Works
Process Code -	OWD-CSM-ICT-EE(R&B)-001
Process Purpose -	To get approval of the repair works estimates and execute it.
Process Goal -	To rectify and close the complaint related to repair work of the official buildings
Process Owner -	Owner of the house/building or official staying in the building/house
Process Primary Actors/Initiators -	Owner of the house
Process Secondary Actors/Reviewers -	JE, ASSISTANT ENGINEER, Estimator and EE and contractor
Process Inputs -	Complaints about the building to be repaired

Process Output -	Repair building and close of complaint
Process Primary Actors Time Period -	Approximate - 3 to 5 days to file complaint about Repair Work
Process Secondary Actors Time Period -	Approximate - 20 to 30 days depending upon the Repair Work.

Table 54: Process-1-EE-R&B (Approval and Execution of Repair Works)

Tabular Representation of Process - I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Client/Owner	Owner of the house lodge a complaint to JE	JE	2-3
2.	JE	Review the complaint and item/area to be repaired and prepare the estimate and send to ASSISTANT ENGINEER for review.	ASSISTANT ENGINEER	3-5
3.	ASSISTANT ENGINEER	Review the complaint and also estimates and sends it to division office to estimator.	Divisional Estimator	2-4
4.	Estimator	Review the estimates and the items and calculation etc and send the estimate to EE for approval.	EE	2-4
5.	EE	EE crosschecks the estimate with PWD codes and approves for tender preparation.	JE & ASSISTANT ENGINEER	4-5
6.	JE & ASSISTANT ENGINEER	JE & ASSISTANT ENGINEER prepares the tender document and also invite the vendor and in the presence of EE the contract and price are decided and contract awarded to start the work	Vendor, JE, ASSISTANT ENGINEER & EE	3-5
7.	Vendor, JE & ASSISTANT ENGINEER	JE & ASSISTANT ENGINEER execute the work and also monitor the quality	Vendor, JE & ASSISTANT ENGINEER	5-5
8.	JE & ASSISTANT ENGINEER	JE records all the details of work done in MB crosschecked by ASSISTANT ENGINEER	MB	2-3
			Total	23-34 Days

Table 55: Tabular Representation of Process-1-EE-R&B

Approval & Execution of Repair Work Contract at EE (R&B) Division- Proccess-I

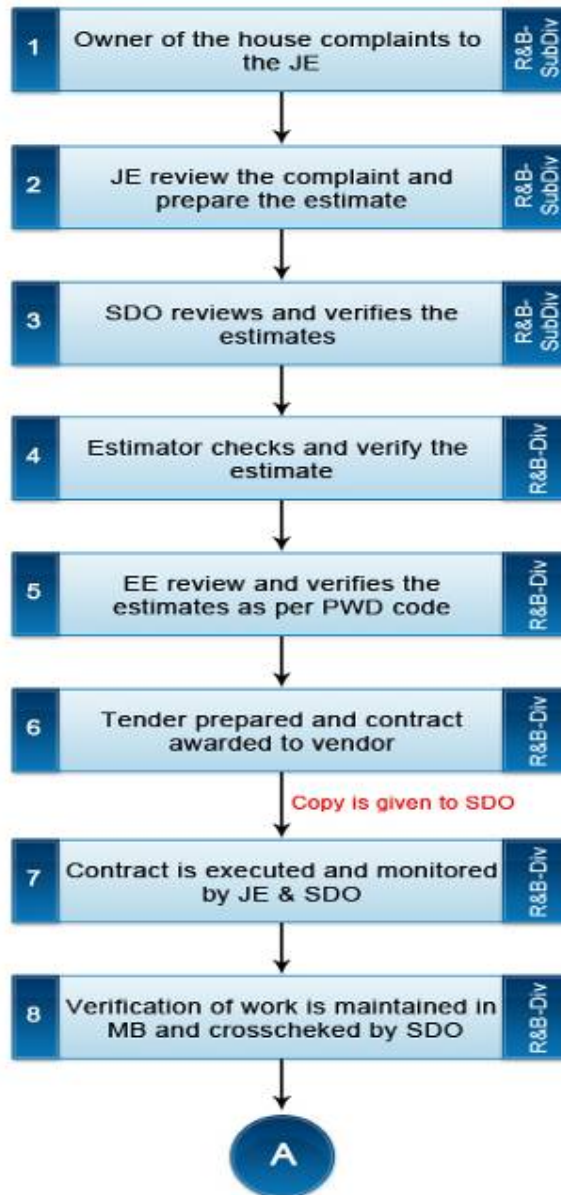


Figure 38: Flowchart of Process-1-EE-R&B (Approval and Execution of Repair Works)

EE (R&B) Department Bargarh – Details of Process - 2	
Process Name -	Approval & Release of MR work payment
Process Code -	OWD-CSM-ICT-EE(R&B)-002
Process Purpose -	MR work done, payment approval and release of payment
Process Goal -	Approval of bill and release of payment
Process Owner -	Contractor and its bill
Process Primary Actors/Initiators -	Junior Clerk
Process Secondary Actors/Reviewers -	JC,DAO, EE & Cashier
Process Inputs -	Contractor Bill & MB details
Process Output -	Approved Bill and Cheque for payment
Process Primary Actors Time Period -	Approximate – 3 to 5 days to review the bill & MB
Process Secondary Actors Time Period -	Approximate – 10-15 days release of payment to contractor

Table 56: Process-2-EE-R&B (Approval of payment for MR works)

Tabular Representation of Process – 2:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	ASSISTANT ENGINEER	Sends MB and contractor bill to Divisional Junior Clerk for checking	JC	1-2
2.	JC	Checks all the items as per contract, Qty, rates and calculation etc and then send to DAO	DAO	2-4
3.	DAO	DAO review WRT to contract and verifies and signs it and send to EE	EE	2-3
4.	EE	Review the bill and verifies it and approves it by signing.	Cashier	1-2
5.	Cashier	Enters the bill into MB, Cash Book and prepares the cheque and send to EE	EE	1-2
6.	EE	EE checks all the documents and signs the cheque	Cashier	1-2
7.	Cashier	Enters the cheque and bill details into IOTMS under account head	-	1-2
8.	Cashier	Cashier handover the cheque to contractor with due acknowledgement	Contractor	1-2
			Total	10-19 Days

Table 57: Tabular Representation of Process-2-EE-R&B

Payment to Vendor for execution of Repair Work at EE(R&B) Division - Process - II

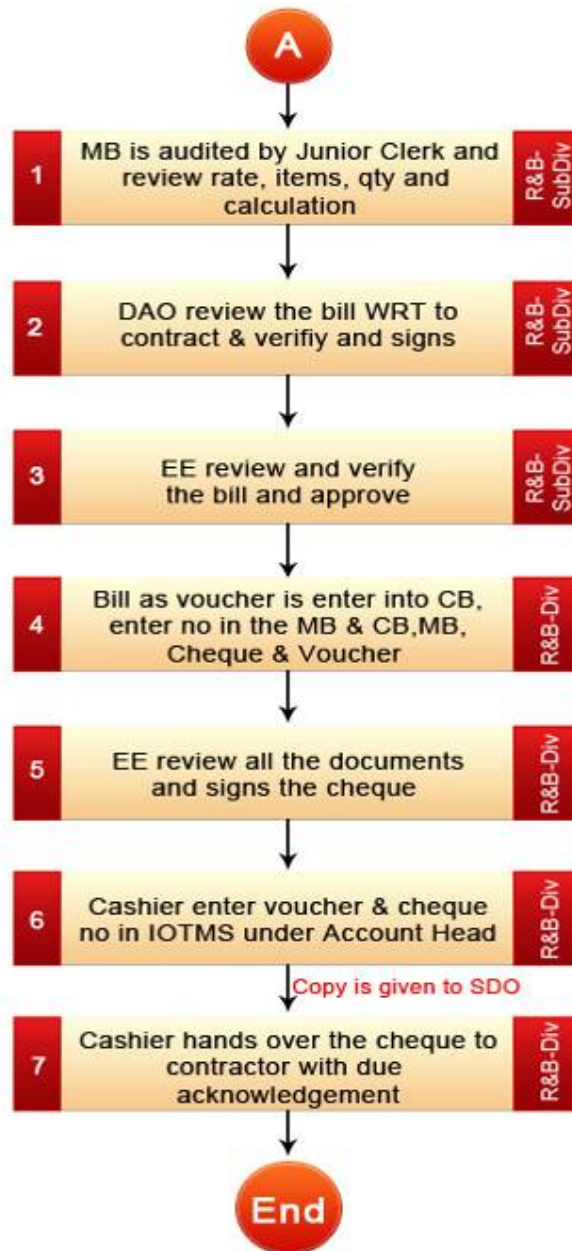


Figure 39: Flowchart of Process-2-EE-R&B (Approval of payment for MR works)

EE (R&B) Department Bargarh – Details of Process – 3 & 4	
Process Name -	Approval & Execution of New construction of Building of other department & OWD.
Process Code -	OWD-CSM-ICT-EE(R&B)-003&4
Process Purpose -	To select site, design the building and get it approved from the respective department to execute the construction work
Process Goal -	Approval of site and design of new building
Process Owner -	Govt. Department /OWD
Process Primary Actors/Initiators -	Govt. Department /OWD officials
Process Secondary Actors/Reviewers -	Division/SE/CE/ Department's or OWD's officials
Process Inputs -	Site and Building Plan
Process Output -	New approved building at the selected site
Process Primary Actors Time Period -	Approximate – 10-15 days to select site and to prepare new building plan
Process Secondary Actors Time Period -	Approximate – 95- 130 days to approve, select vendor and execute the construction work. Construction work will be completed as per the contract time period.

Table 58: Process-3 &4-EE-R&B (Construction of new building)

Tabular Representation of Process – 3 & 4

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Govt Department	Dept places a requisition to Division EE along with location of site and specification of building	EE	10-12
2.	EE	Review the site and specification and being the member of the site selection committee, EE approves and signs the documents	Committee	2-3
3.	Committee	Other members of the committee also review and signs the documents	Department	2-3
4.	Department	After getting the approval, department sends all the specification, location dwg and other document to Chief Architect of OWD	OWD Design Wing	15-20
5.	OWD Design Wing	Design the building and all the documents and dwg etc sends to department for final review	Govt Deptt.	15-20
6.	Govt. Deptt	Review all the dwgs and documents and approves it and send to CE-Building for approval	CE-Building	5-7
7.	CE-Building	CE after approving it sends to EE for further action	EE	2-3
8.	EE	EE sends approved DWG and Doc to JE for field survey and soil testing etc.	JE	1-2

9.	JE	JE starts soil exploration at site and send it to lab for testing and collect all relevant data from the field and sends all the data to design wing	Design Wing	6-10
10.	Design Wing	Design wing review all the data and design the project and send to CE-building for approval	CE-Building	4-5
11.	CE-Building	CE-Building approves the design sheets and send to JE through EE	EE/JE	3-4
12.	JE	JE prepares the estimation checked by ASSISTANT ENGINEER and vetted by EE and the estimation is sent to the dep't. for final approval	Govt. Deptt	15-20
13.	Govt Deptt	After getting the approval from the department the EE invite the tender developed by JE&ASSISTANT ENGINEER and select the vendor and sign the contract to start the work	EE,JE,ASSISTANT ENGINEER & Contractor	10-15
14.	CE/EE	Department is requested by CE-building to release the 15% payment in advance to start the work and in the same manner advance payment to be released quarterly to get work completed in time	Department	3-5
15	JE, ASSISTANT ENGINEER & EE	JE & ASSISTANT ENGINEER execute the work and monitor it and EE keeps review of its quality and timely completion of the work.	---	Completion days as per the contract
			Total	93-129 Days

Table 59: Tabular Representation of Process-3 &4-EE-R&B

Approval, Design & Execution of Construction of New Building at EE(R&B) Division - Process - III

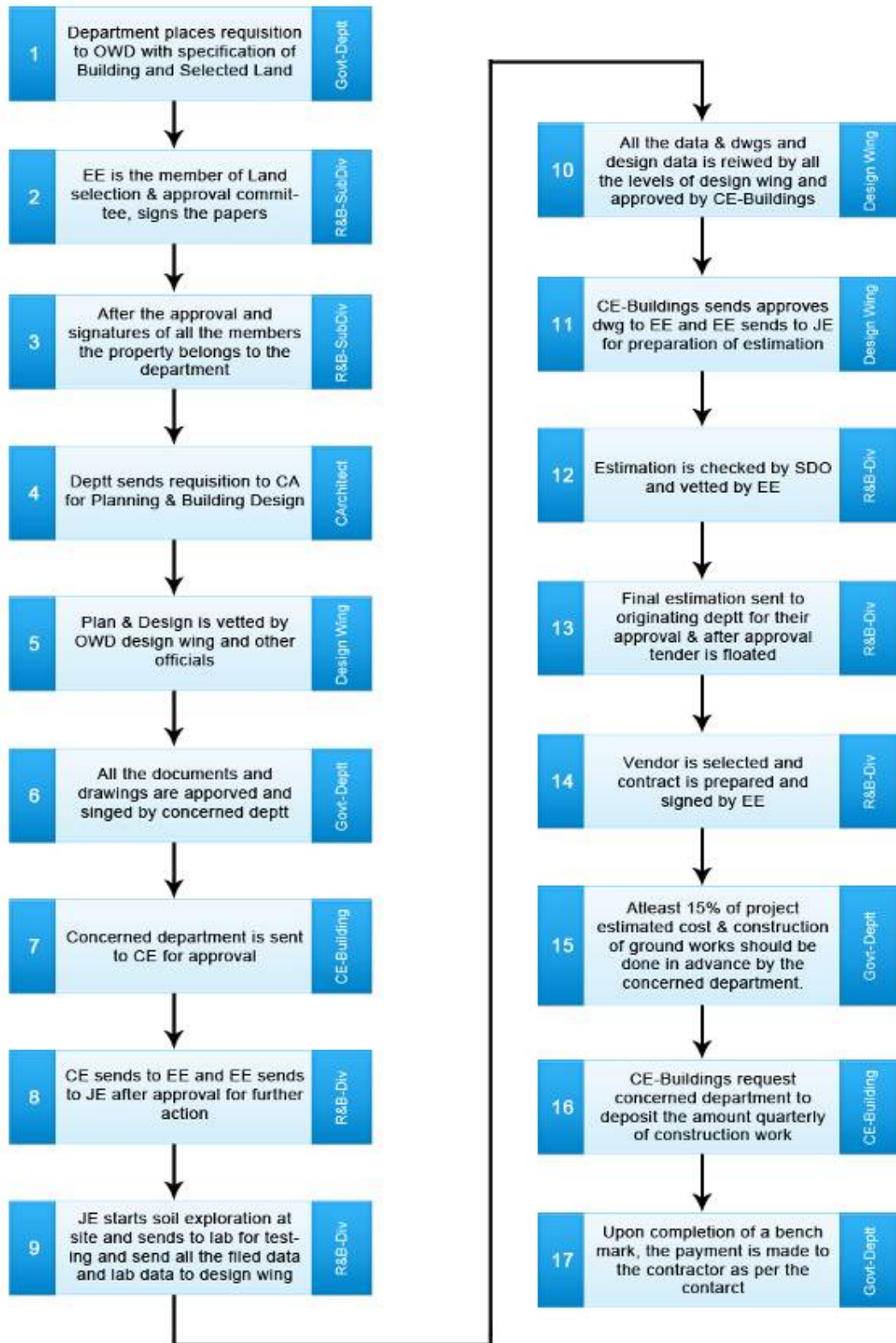
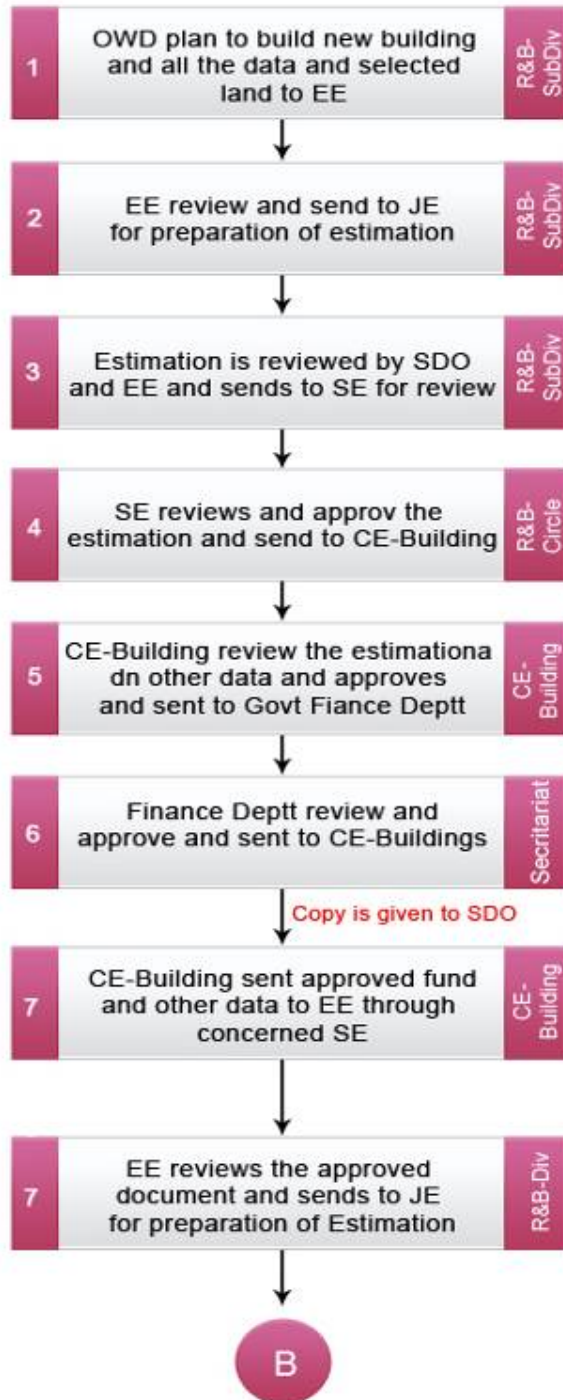


Figure 40: Flowchart of Process-3 & 4-EE-R&B (Construction of new building)

Approval, Design & Execution of New Construction Building of OWD - Process - IV



5.5.2 Superintending Engineer-GPH, Bhubaneswar- As-Is Process

Introduction:

The Superintending Engineer, GPH Bhubaneswar inspects, supervise and monitors P.H. works of all new/ old Govt. Buildings (both residential and non-residential) of the State which is executed by Executive Engineer, G.P.H. divisions as per direction of Chief Engineer, Buildings, Odisha, Bhubaneswar. There are two G.P.H. Divisions, One at Bhubaneswar and the other at Sambalpur.

There are two numbers of Executive Engineers who are in charge of execution of all the above works and the Assistant Engineers who are in charge of execution of all the above works and the Assistant Engineers and Junior Engineers under them at Sub-division and Section level are there to assist the Executive Engineer for smooth and proper supervision and execution of Govt. works.

Circle & Division's Objective:

To undertake maintenance and repair of all P.H works of Govt. buildings owned by OWD.

Circle's Hierarchy:



Figure 41: Organization chart of GPH Circle

Functions/Activities of the SE, PH, Bhubaneswar:

- It is the inspecting authority of all PH works executed by two G.P.H. Divisions.

- Undertake deposit work.
- Maintaining the records and rendering accounts to A.G.
- All the PH works relating to repair, addition, alteration, renovation and original work along with new construction is been taken care by this circle. Only the maintenance of PH of the buildings which belongs to any department other than OWD is done by PHD.

Discussion: CSM Team visited the Superintending Engineer, PH Division Bhubaneswar to discuss and study about the divisional working, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the division. During the study CSM team met the following officers of the Laboratory:

Superintending Engineer – Er. P.K. Mohapatra

Superintending Engineer:

An estimate of the PH work to be undertaken is prepared, if the whole estimated cost is more than 50L then CE-Buildings goes for a composite tender or else it is a non-composite tender. Cost for PH works of a new building is 10% of the civil works cost for external work and 15% of the civil works cost for internal works. Hence the total cost of PH works is 25% of the civil works cost. For non-composite tender even if the estimation is more than 10L, e-Procurement is not followed rather they float the tender in the traditional manner in the news paper.

The maintenance of PH of the buildings owned by OWD is taken care by this circles through its divisions. They also perform the deposit works.

All the PH works relating to repair, addition, alteration, renovation and original work along with new construction is been taken care by this circle. Only the maintenance of PH of the buildings which belongs to any department other than OWD is done by PHED.

Tender is floated for repair works and contractors are engaged to execute the work. If the cost of the work is less than 50 thousands then it is tendered internally through notice board and if it is more than 50 thousand then the tender is flashed in news paper.

Specification of items is mentioned in the tender which are to be used for PH works in case of composite tender. EPM rate contracts are mentioned for some of the items. All the items required for PH works are not there in the SR hence updating of SR is in progress.

Survey regarding disposal of materials at stores which cannot be used is done by field offices and a proposal is sent to government through SE and CE-Buildings. There are old materials in the stores which is used for repair works. For

disposal of unusable materials in the stores a survey report has been sent to the government but no action is taken on that.

Divisions send MPR in hard copy which shows the physical and financial progress of various works being executed within their jurisdiction. Training for operating IOTMS is in progress.

Manpower Details:

Present Strength is as follows:

- Superintending Engineer - 1 no.
- Assistant Engineer - 1 nos.
- Senior Stenographer - 1 nos.
- Draughtsman - 1 nos.
- Clerical Staff - 6 nos.
- Support Staff - 4 nos.

Total Division staff - 14 nos.

Powers & Duties of SE-GPH Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Superintending Engineer	Administrative	The Superintending Engineer is the inspecting authority of all above works executed by two G.P.H. Divisions functioning one at Bhubaneswar and the other at Sambalpur.
		Financial	Sanction of G.P.F Sanction of Loans & Advances
		Others	To provide technical guidance to the Executive Engineers in consultation with higher authorities whenever necessary.
		Duties	Administration & Professional control of activities over the personal of this Office as well as Sub-Ordinate Offices under the Jurisdiction.
2.	Assistant Engineer	Administrative	Exercises the Administrative Powers as delegated by the Higher Authority from time to time & in Confirmatory with the Orders & Instructions of the Govt.
		Statutory	No Specific Statutory Powers enjoined by Asst. Engineer.
		Financial	Exercise Financial Powers in Purchases of materials for Dep't. Execution of Works & Provided the OPWD Code, OGFR & in Confirmatory to the Execution Instruct & Orders of Higher Authority & Govt.

		Duties	Discharges the duties of Sub-Divisional officer as codified in OPWD code Vol.1 & also discharges duties & entrusted to an Asst. Engineer holding the charge of a PH Sub-Division.
3.	Sr. Stenographer	Powers & Duties	Deals with confidential matters and C.C.Rs of sub-ordinate officers and timely disposal of the same.
6.	Draughtsman	Duties	Drawing of plans and designs.

Table 60: Power and Duties of the Officials under GPH Circle

Documents control/owns by SE GPH, Bhubaneswar:

Sl.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class – IV Staff	
6.	Allotment Register	Allotment under different Head	Budget Branch
7.	Expenditure Register	Expenditure under different Head	Budget Branch

Table 61: Documents under control of GPH Circle

Rules & Regulations: Following documents are being referred by the laboratory.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- OGFR & Service Code - Orissa general Finance Rules

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.

SE, GPH Bhubaneswar - Processes:

SE GPH Bhubaneswar – Details of Process – 1	
Process Name -	Initiation for execution of New works
Process Code -	OWD-CSM-ICT-SE-GPH-001
Process Purpose -	Execution of new works at field level
Process Goal -	To carry out new Ph works for OWD.
Process Owner -	SE GPH, EE GPH
Process Primary Actors/Initiators -	JE, AE, Estimator and Executive Engineer at Division
Process Secondary Actors/Reviewers -	SE and CE- Ph review the work progress.
Process Inputs -	Estimates from JE at field level.
Process Output -	Execution of work
Process Primary Actors Time Period -	Approximate – Depending upon the size of work.
Process Secondary Actors Time Period -	Approximate – Depending upon the size of work.

Table 62: Process-1-SE-GPH (Execution of new works)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Reviewers Actors/
1.	EE GPH	Prepare estimate & sent to SE GPH	SE GPH
2.	SE GPH	Scrutinize and sent to CE, Buildings	CE Buildings.
3	CE Buildings	Drawing prepared and sent to SE, GPH	SE GPH.
4.	SE GPH.	As per cost limit tender is floated by authority	CE B),EE- GPH
5.	Committee	Vendor selection	CE B),SE, EE GPH
6.	EE	Award of work for work execution	SE GPH, Contractor
			Total

Table 63: Tabular Representation of Process-1-SE-GPH

Flow of Process - I:

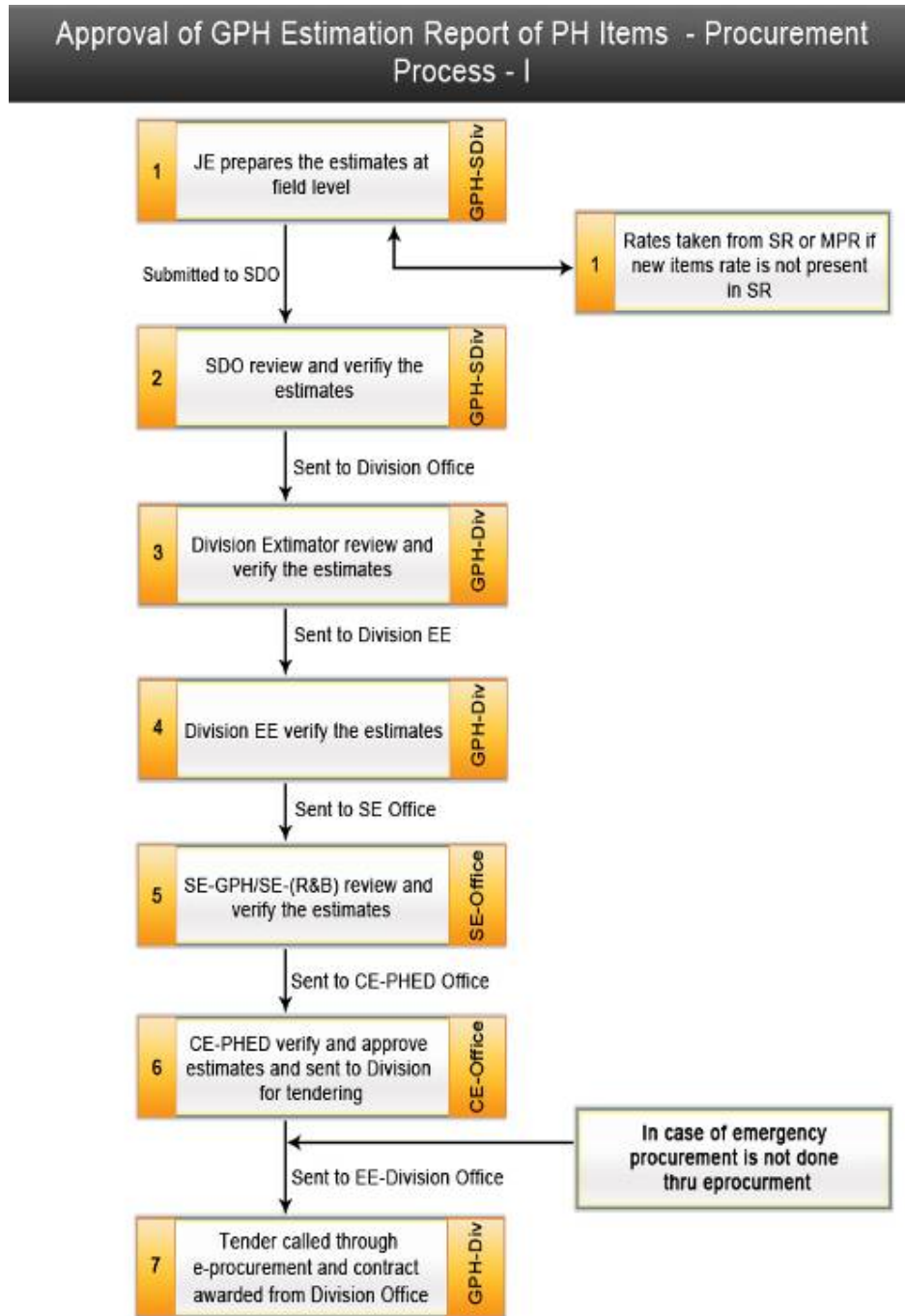


Figure 42: Flowchart of Process-1-SE-GPH (Execution of new works)

GPH-Division- As-IS Process



Figure 43: Discussion at GPH division Sambalpur

Introduction:

G.P.H Division-No. II Sambalpur is in-charge of execution of PH works of the original buildings constructed by Chief Engineer (Buildings), Orissa in 18 districts, such as Sambalpur, Jharsuguda, Deogarh, Bargarh, Bolangir, Subamapur, Kalahandi, Nuapada, Boudh, Kandhamala, Koraput, Nawaragpur, Rayagada, Malkangiri, Sundargarh, Keonjhar, Dhenkanal, Angul. This division also looks after the maintenance of PH works IBs situated in these eighteen districts when required. This division also executes PH works of existing buildings for which specific allotment is received.

Functions/Activities of the Division:

- Receipts of letters and acknowledgment of the same.
- Disposal of public grievances.
- Disposal of application of GPF advance/GPF withdrawal.
- Preparation & submission of monthly pay bills of staff.
- Approval of plan & new water supply connection.
- Payment of claims/Dues of contractors/suppliers.
- Application for change of consumer's name.

- Submission of cash accounts to DAG office.
- Submission of pension papers to higher authorities.
- Decision on acceptance of tender for work/quotation.
- Drawl of agreement & issue of work order.
- Issue of purchase order.

Discussion: CSM Team visited this GPH division in Sambalpur to study the activities and working of divisions and met the following officers:

- Assistant Engineer – Er. S.K.Topno
- Assistant Engineer – Er. A.K.Rao
- Head Assistant – Mr. Lokanath Tripathy

ASSISTANT ENGINEER:

Assistant Engineer is the in-charge of two sub-divisions at Sambalpur and three sub-divisions at Rourkela. Assistant Engineer reviews and checks estimates and sends to Division office for approval. Assistant Engineer informed the team that JE prepares the estimates and rates in reference with Schedule of Rates. If the rates of some of the items are not mentioned in the SR then market rate are considered for preparation of estimation. Assistant Engineer also informed that market rates are taken because the Schedule of Rates have not been updated by PHED department since 1999. In case of composite tender, the procurement of service along with materials is done through this circle and bracket of make of the materials is specified in the contract to be used in the work. Assistant Engineer also communicated that in case of emergency, the procurement of SR works is not done through e-procurement. AE verifies only 70 – 90% work done.

Head Assistant:

During the discussion with Head Assistant the study team came to know that there are number of items lying in the stores and survey has not been done till date to dispose of the unusable items present in the stores. There is no provision in IOTMS to deduct the amount of materials present in stores from the amount issued for the project. This is the main reason why some of the store items are not disposed off.

All the letters, estimation, salary schedule, progress reports of works and MPR are prepared through system as per the predefined format present in the system and sent through email. Personnel files of the employees are maintained manually. Pension papers of an employee are processed three months prior to his retirement. Not all the files present in this division office are required.

Normal maintenance of PH lines in the buildings is not taken care by this division. Only the special repair works are executed along with the supervision of new construction and bills are processed. In budget the budget of PH portion is specified separately, the accounts for PH portion of work are maintained by this division which is submitted to DAG for audit purpose. For deposit work where all the work is combined the expenditure cannot be bifurcated for reporting to DAG.

Out of 12 sanctioned posts of Junior Clerk only 7 are filled and 2 among them know operating computers. There are three computers in this division; they are at cashier, EE and for common use. No computer training is given to the employees however, two employees know operating computers. DAO operates IOTMS. Internet connectivity is not always there hence this division faces problem in using IOTMS mainly during month of March when there is a load of data entry work. Proper power backup is not there for using computers. There is almost no use of e-Procurement.

In future, the workload is anticipated to increase, so to ease the work, proper training and the following activities of the divisions should be computerized;

- Estimation
- Establishment related activities
- Progress monitoring of work and accounts reporting to DAG
- Issue and receipt of letters.

Manpower Details:

Powers & Duties of GPH Division is as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Executive Engineer	Administrative	Exercises administrative powers of head of office as provided in Orissa Service Code, Orissa Govt. Servants Conduct rules, Orissa, CCA rules etc. Exercise administrative powers as per the powers delegated by Executive instruction & higher authority from time to time.
		Financial	Exercise the power of head of office as provide in OGFR, OTC, Delegation of Financial power rules etc. Exercise other financial powers as delegated by the higher authority by Govt. notification from time to time.
		Statutory	Exercise the statutory powers as head office in the drawl & disbursement of personal claim of staffs, drawl of agreement for execution of works acceptance tenders/quotation to the extent empowered under the OPWD code.
			T/S & Acceptance of Tender up to 03Crores.

		Duties	Discharge the duty of head of office of EE G.P.H. Division No-II Sambalpur Inspection of ongoing P.H. works under jurisdiction of G.P.H division No-II, Sambalpur.
2.	Assistant Engineer	Administrative	No codified administrative powers exercise the administrative powers as delegated by the higher authority from time to time & in confirmatory with the orders & instruction of the Govt.
		Financial	Exercise financial powers in purchase of materials for deptt. Execution of works & provided the OPWD code, OGFR & in confirmatory to the execution instruct & orders og higher authority & Govt.
		Statutory	No specific statutory powers enjoined by Asst. Enineer.
		Duties	Discharge the duties of sub-divisional officer as codified in OPWD code Vol-I & also discharge duties & entrusted to an Asst. Engineer holding the charge of a PH sub-division.
3.	Junior Engineer	Duties	Discharges the duties of a sectional officer as codified in OPWD code & as entrusted by the higher authority from time to time.
4.	Divisional Accounts Officer	Duties	Discharge the duties as codified CPWA code & OPWD code.
5.	Head Clerk	Duties	Discharge the duties as per provision in service code, rules of business etc.

Table 64: Power and Duties of the officials under GPH Division

Documents control/owns by GPH Division:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Cash Book	Transaction, Receipt & Payment of Division	Cash Section
2.	Register of valuables	Receipts & Disposal of D/Ds	
3.	Remittance Register	Records of Remittance of Treasury	
4.	Register of Budget & Allotment	Details of allotment kept	Accounts Section
5.	Register of works	Records of expenditure kept	
6.	Revenue Register	Details of Revenue Collection	
7.	Register of Adjustment	Details of adjustment kept	

8.	Register of Contractors Bills	Details of Contractor Bill Passed	
9.	Register of MWA		
10.	Purchase & Deposit Register		
11.	Register of Incumbency of officers & staff		Establishment Section
12.	Register of Issue of Letter		
13.	Register of Sanction Estimate, Agreement & Purchase orders	-----	Estimating Branch

Table 65: Documents under control of GPH Division

Rules & Regulations: Following documents are being referred by GPH Department.

- Orissa Service Code – Deals with Service Matter.
- Orissa Treasury Code – Deals with Drawl & Disbursement of Personal Claims.
- Orissa General Financial Rules – Deals with Financial Powers Regulating Sanction for Expenditure advance etc.
- Orissa G.P.F. Rules – Deals with Sanction of GPF advance/withdrawal.
- Orissa T.A.Rules – Regulation of TA Claim.
- Delegation of Financial Rules – Stipulates Financial Powers on different aspects including contingent expenditure.
- C.P.W.A. Code – Procedure of accounts of receipt & issue of cash, stock transaction etc.
- OPWD Code Vol-I &II – Rules & Procedure on works, maintenance of stores etc.
- Pension Rules – Prescribes procedure for sanction of pensioners’ benefits.
- Rules Regulation control & use of vehicles – Guidelines on maintenance & keep of Govt. vehicles.
- Orissa Govt. Servant Conduct Rules – Contains the various provisions of conduct rules which a Govt. Servant should do & don’t do.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation etc.
- IOTMS & WAMIS – used for accounting purpose.

GPH- Processes:

The main objective of the GPH department is to prepare an estimate for the repairs works and obtain approval from CE before tendering or procurement of the projects. Keeping their main activity in view, the following main process was studied.

- Approval of Estimates by CE-PHED.

Approval of Estimation Report – Details of Process - 1	
Process Name -	Approval of Estimation Report of GPH project
Process Code -	OWD-CSM-ICT-GPH-001
Process Purpose -	Estimation Report prepared by the GPH Sub-Division JE and approved by CE-PHED before tendering/ procurement of items.
Process Goal -	To prepare and approval of detailed estimation report.
Process Owner -	Executive Engineer – Division Office & its Team
Process Primary Actors/Initiators -	JE, ASSISTANT ENGINEER, Estimator and Executive Engineer who prepares the estimation report for procurement of PH items.
Process Secondary Actors/Reviewers -	SE and CE- PHED reviews & approves estimation report.
Process Inputs -	Estimation Report of Items
Process Output -	Approved Estimation Report by SE/CE
Process Primary Actors Time Period -	Approximate – 30 to 40 days depending upon the items.
Process Secondary Actors Time Period -	Approximate – 10 to 15 days depending upon the size of report.

Table 66: Process-1-EE-GPH (Approval of Estimation)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	JE	Division JE prepares estimation report in reference to Schedule of Rate of PHE for all the items to be procured.	ASSISTANT ENGINEER	10
2.	ASSISTANT ENGINEER	JE submit estimation report to ASSISTANT ENGINEER for review. ASSISTANT ENGINEER review and verifies the survey report.	Division Estimator	5-6
3.	Division Estimator	Estimator also reviews and verifies the estimation report and submits to Division Executive Engineer for approval.	Executive Engineer	5-6
4.	Executive Engineer	EE reviews and visits the site and verifies estimation report and submits to the SE-GPH or SE (R&B).	SE	5-6
5.	SE	SE reviews and approves the estimation report and submits to CE for final approval.	Chief Engineer	5-6
6.	CE-PHED	CE reviews the estimation report and price of the items of report, verifies, approves, and	Division EE	5-6

		submits to Division for further action.		
7.	Division EE	Upon receiving the approval of estimation report sends for e-procurement of the items.	Procurement of items	-
			Total	30-40Days

Table 67: Tabular Representation of Process-1-SE-GPH

Approval of GPH Estimation Report of PH Items - Procurement Process - I

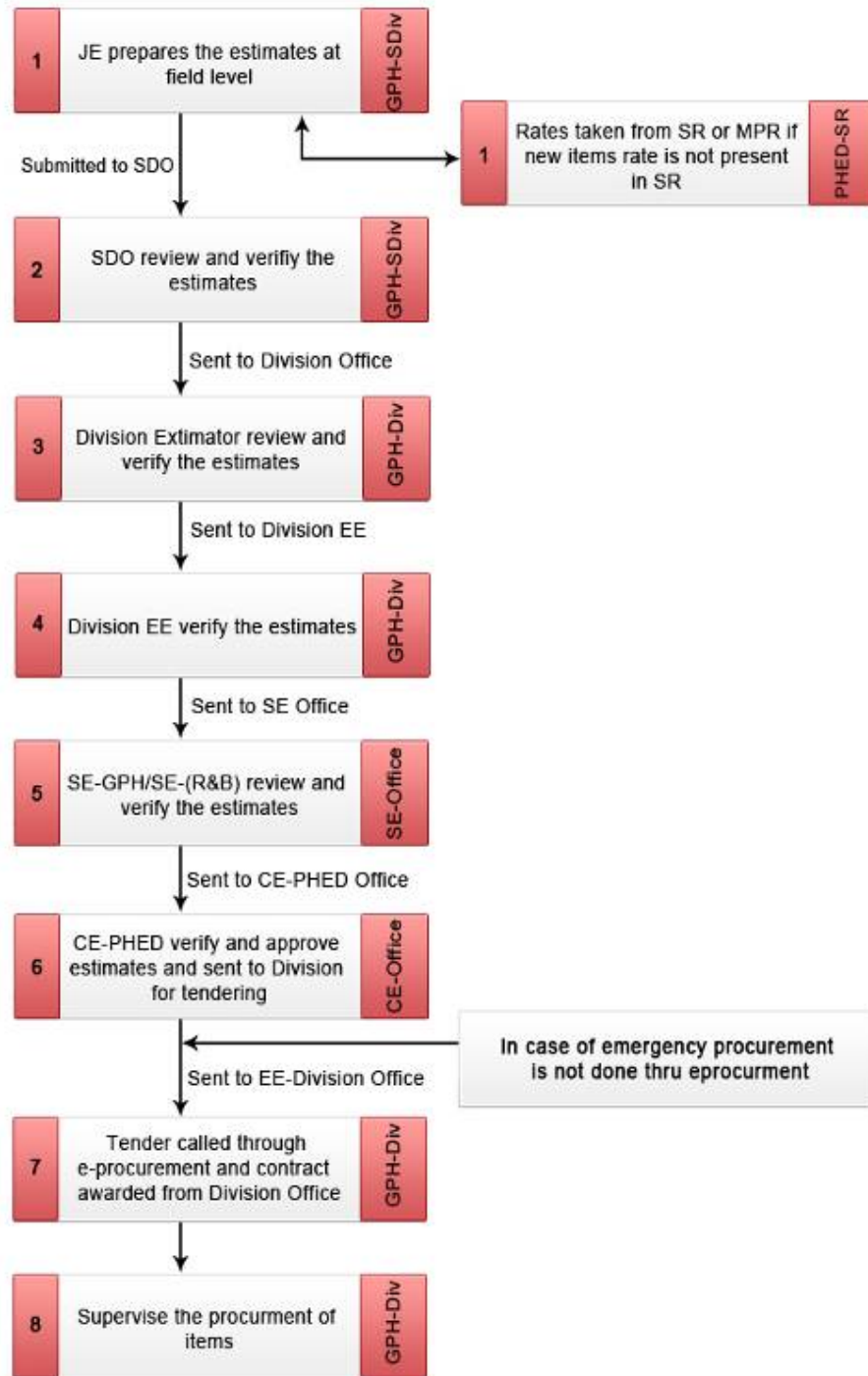


Figure 44: Flowchart of Process-1-SE-GPH (Execution of new works)

5.5.3 SE-Mechanical Circle, Bhubaneswar- As-IS Process

Introduction:

The Superintending Engineer, Roads and Building Division (Mechanical), Bhubaneswar under Works Department, Government of Odisha is responsible for maintaining the vehicles and machineries working under different R & B and N.H in good working condition. There are four Mechanical Divisions which is being controlled by Mechanical Circle headed by SE-Mechanical. The division offices are at Berhampur, Sambalpur, Bhubaneswar and Balasore.

Circle's Objective:

Procurement and Technical repairs and maintenance of vehicles and machineries working under different R & B and N.H.

Functions/Activities of the SE, Mechanical, Bhubaneswar:

- Technical sanction of the repairs and maintenance and special repairs estimates of vehicles and machineries working under different R & B and N.H.
- Sanction and process of Survey; report of unserviceable vehicles and machineries as per financial power.
- Procurement of vehicles as required by concerned department on approval by Secretary and passed by the Finance Department.
- Fixation of offset price of unserviceable materials/ vehicles/ machineries of different organizations as and when required.
- Inspection of the important repairs and maintenance works in the Circle.
- Sanction estimates for annual and special repairs within the limits assigned for the Circle in the Budget Estimate.

Discussion: CSM Team visited the Superintendant Engineer, Mechanical, Bhubaneswar to discuss and study about the organization's working, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the division. During our study CSM team met the following officers of the Laboratory:

- Estimator-AE – Er. Chandra Sekhar Panda
- Head Assistant - Mr. Bijay Kumar Pradhan

Current Scenario:

The circle office is equipped with one computer and also one each in the two division offices located at Berhampur Division and Bhubaneswar Division. The organizational hierarchy along with the employee details data is available in softcopy in xls format. The transport data is available in hard copy in respective division. There is no proposal for purchase on new machinery, only light vehicles are purchased after request from the department and approved by the Government.

There are some items in the stores. Before procurement of new items, stores are verified if the item to be procured is available in the store and in an usable condition then the item from the store is used. The mechanical division at Bhubaneswar takes care of the petrol and maintenance of all the vehicles used in Works department at secretariat, EIC office and CE-NH office. All the other vehicles used by field offices are taken care by the concerned R&B divisions or offices.

A proposal is sent by EE of the divisions to SE for budget requirement by taking into consideration the expenditure made during the last year. This is scrutinized at the office of SE and sent to CE-Roads.

All the division offices send various reports such as MPR, Survey Report, Monthly Machineries Position Report and Monthly Cash Account Report.

Manpower Details:

Present Strength is as follows:

- Superintending Engineer (SE) - 1 no.
- PA to SE - 1 nos.
- AE Mech. Estr. - 3 nos.
- Head Asst - 1 nos.
- Clerical Staff - 5 nos.
- Support Staff - 7 nos.

Total Division staff – 18 nos.

Powers & Duties of Division Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Superintending Engineer	Administrative	Administrative as provided in OPWD Code.
		Financial	Mechanical power as provide OGFR
		Duties	Administrative & Mechanical
2.	PA to SE	Administrative	Administrative as provided in OPWD Code.
		Statutory	Being Technical all Estimate file routed through with due scrutinize
		Duties	As a D.D.O. (Drawing & Disbursing Officer) Processing of various work file and establishment files pertaining to various Division of this Circle

3.	A. E Mech Estr.	Duties	To Examine all the establishment files, Attached to Estimating Branch Checking and processing the Tenders, Deviation Statements, Estimates, Extension of Time and Information of Review Meeting and all other technical matters.
5.	Head Assistant	Statutory	Supervision of Official Works of different branches of this Office and Processing of various works & Establishment files
		Duties	To ensure smooth functioning of Circle office & timely disposal of important matters/ files related to establishment, Court Case, disposal of I.R/ Paras/ CAG para, disposal of P.A.Rs etc.

Table 68: Power and Duties of the officers under Mechanical Circle

Documents control/owns by SE Mechanical Bhubaneswar:

Sl.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class - IV Staff	
6.	Inspection of records/ Files / Estimates	Expenditure/ Estimate of machineries sanctioned	SE Mechanical
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Expenditure Register	Expenditure under different Head	Budget Branch

Table 69: Documents under control of Mechanical Circle

Rules & Regulations: Following documents are being referred by the SE Mechanical, Bhubaneswar.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- Odisha Treasury code Vol. I & II – Deals with all types of bill,
- Odisha General Financial Rules (OGFR) Vol. I & II - Rules regulation official expenditure etc.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for HR data e.g., employee details.
- WAMIS – used for accounting purpose.

SE Mechanical - Processes:

The main objective of the SE Mechanical is to .

- Procurement of Vehicles.
- Disposal of unused materials.

Keeping their main objective in view, the following main processes were studied and given below:

SE Mechanical, Bhubaneswar – Details of Process – 1	
Process Name -	Procurement of Vehicles
Process Code -	OWD-CSM-ICT-SEM-001
Process Purpose -	Procurement of Light Vehicles
Process Goal -	To purchase vehicles required by the department
Process Owner -	SE Mechanical
Process Primary Actors/Initiators -	Department sends requisition to secretary
Process Secondary Actors/Reviewers -	Secretary sends the requisition to the Finance Department
Process Inputs -	Approval from Secretary and Finance Department
Process Output -	Purchase of Vehicle.
Process Primary Actors Time Period -	Approximate – .
Process Secondary Actors Time Period -	Approximate – .

Table 70: Process-1-SE-Mech (Procurement of Vehicle)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	HOD	Department sends requisition to secretary .	NIL	
2.	Secretary	Secretary sends the requisition to the Finance Department	NIL	
3	SE	Purchase of vehicles as per requirements	NIL	
4.	SE	Issue to concerned dept.	NIL	
			Total	Days

Table 71: Tabular Representation of Process-1-SE-Mech

Flow of Process – I:

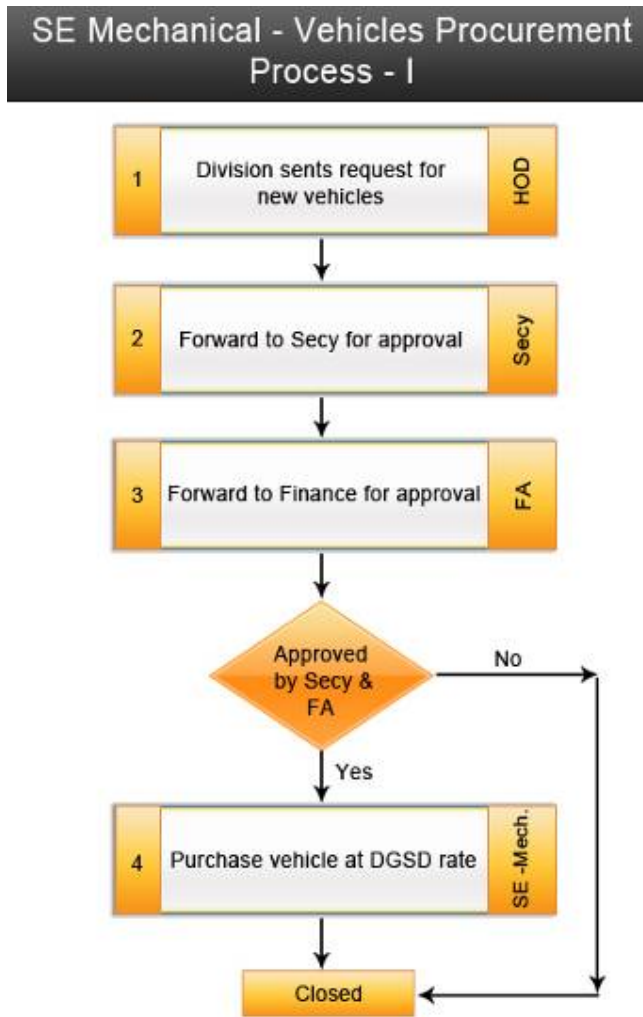


Figure 45: Flowchart of Process-1-SE-Mech (Procurement of Vehicle)

SE Mechanical, Bhubaneswar - Details of Process - 2	
Process Name -	Disposal of Unused Materials
Process Code -	OWD-CSM-ICT-SEM-002
Process Purpose -	Disposal of unused materials
Process Goal -	To dispose unused materials & free space also bring fund
Process Owner -	SE Mechanical
Process Primary Actors/Initiators -	Division sends Survey report to circle office
Process Secondary Actors/Reviewers -	SE can sanction the disposal order of the items where the original cost is within his limit
Process Inputs -	Survey Report
Process Output -	Materials disposed and money deposited in treasury.
Process Primary Actors Time Period -	Approximate - .
Process Secondary Actors Time Period -	Approximate - .

Table 72: Process-2-SE-Mech (Disposal of Unused Materials)

Tabular Representation of Process – 2:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Division office	Division office sends survey report to circle office.	NIL	
2.	JE	The survey report is scrutinized at circle office and sent to CE if limits exceed	SE	
3	SE	A committee is made which is constituted of DAO and EE of the concerned mechanical division and SE-mechanical, they fix the offset price which needs to be approved as per limits	NIL	
4.	SE	Vendor is selected, who disposes the materials & makes payment in treasury	AO	
			Total	Days

Table 73: Tabular Representation of Process-2-SE-Mech

Flow of Process – 2

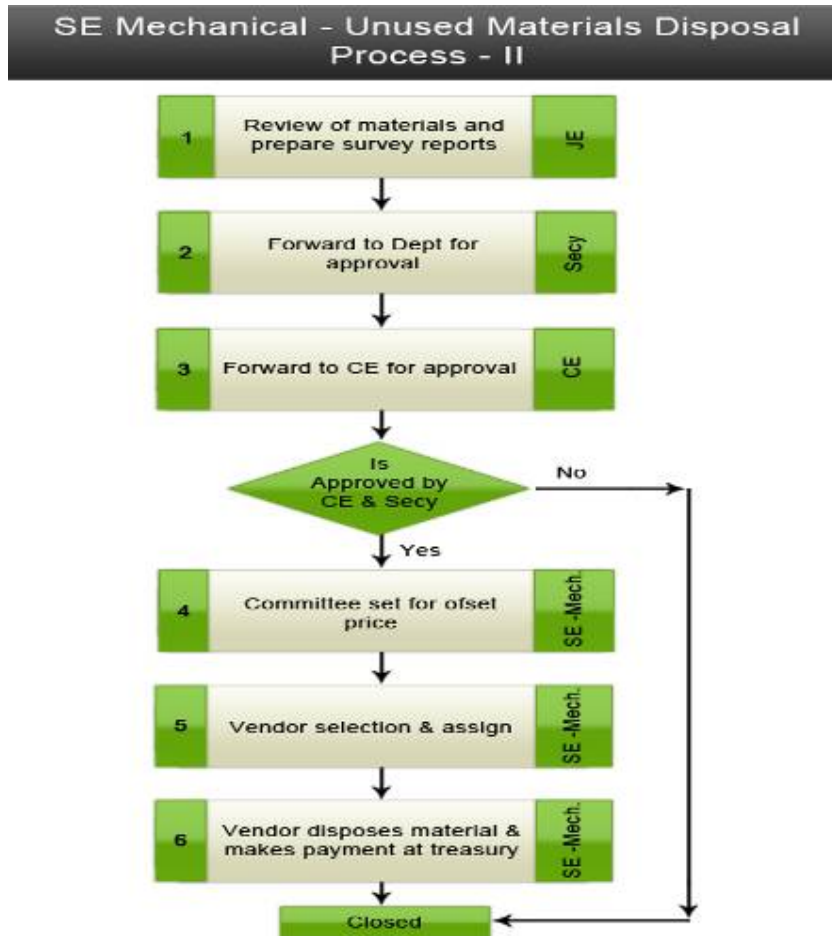


Figure 46: Flowchart of Process-2-SE-Mech (Disposal of Unused Materials)

Mechanical Division As-IS Study

Discussion:

CSM Team visited Sambalpur Mechanical Division to study working and processes and shortcoming in performing their activities and implementation of IT infrastructure and manpower deployment in the department. CSM team met the following officers:

- Executive Engineer – Er. Simadri Nayak
- AE – Er. Tusar Acharya
- AE (Estimator) – Er. B.K.Pradhan
- Junior Engineer – Er. Premananda Dehura
- Cashier – Mr. Paritosh Bose
- DAO In-Charge – Mr. Tapan Ku. Das (Junior Clerk)

Division's Objective:

- Technical Sanction of M/R & S/R estimates of vehicles and machines working under different (R&B) and NH.
- Sanction and process of survey report of unserviceable vehicles and machines in accordance with financial power.
- Fixation of offset price of unserviceable materials/ vehicles/ machineries of different organization as and when required.

Functions/Activities of the Division:

- To administrative Control all the technical & non-technical officers.
- Monitor, repair and maintenance of machineries and vehicles.

Executive Engineer:

The jurisdiction of this office starts from the district of Sambalpur, Sundargarh & Bolangir. The present EE prior to joining this department he had been looking after the implementation of OSWAS (Orissa Secretariat Work Automatic System) a file tracking application, as IT nodal officer. EE also explained that a number of software implementation like *e-dispatcher*, *HRMS*, *WAMIS*, *IOTMIS*, *e-procurement*, *e tendering*, *e-Nirman* and *ORAMS* is under process in OWD and its offices. He explained the team that he has been posted in this department since last eight months only and told about the status of all the software implementation in OWD.

ASSISTANT ENGINEER (AE):

During the discussion it was evident to the team that this mechanical division is further subdivided into five sub-divisions i.e. Sambalpur, Bolangir, Sundargarh,

Barkote and Bhawanipatna. One mechanical Junior Engineer is deputed in each R&B and NH divisions under the supervision of deputed divisions but the mechanical executive engineer looks after the establishment matter.

AE also informed that this mechanical wing takes care of machineries, equipments, tools, plants and inspection of vehicles. All the above mentioned items are either in one of the following conditions. They are:

- BER – Beyond Economic Repair
- DSR – Demanding Special Repair (like Rollers, Hot Mix Plants & Concrete Mixture)
- RC – Running Condition

At present all the items, which are in running conditions in Sambalpur Sub-division are lying unused, as now contractors are not hiring them, but use their own items. This office has submitted a survey report of all the unusable items at Sambalpur sub-division to be disposed off and waiting for sanction order.

As in the present day contracts the condition is that the contractor has to have his own machineries' & equipments in good condition to be used in the work, the demand on departmental supply of them has died down except in interior areas where they are still in use. One such area is Bolangir.

In Bolangir sub-division, the equipments are repaired and given on lease to contractors for use. This is a source of revenue generation for this sub-division and has earned more than a crore rupees as hiring charges from these equipments. Survey reports of all the materials of Bolangir sub-division, which are under beyond economic repair, have been already sanctioned and disposed off.

ASSISTANT ENGINEER also informed that there are six junior clerks, two senior clerks, one head clerk, one estimator and other group-d employees under this division. Data regarding all the equipment and machineries under this division is maintained in manual records in registers. From last five years, no item has been procured.

Estimator (AE):

The approval procedure of survey report was explained to CSM study team and notified that 80% of the materials in BER condition have been surveyed and reported. The remaining items have not been reported as date of purchase and book value of those items is not known.

Junior Engineer:

It was understood that survey and reporting of all the items in BER condition is in process. There are number of items, which are in running conditions but not in use and some of RC items are on lease. Division maintains T&P register where all the details of the items are recorded. All the BER/unusable items, which are not in use, should be disposed off after submission of duly approved survey report and upset price.

Cashier & DAO In-charge:

It was understood by CSM team that the Cashier manually prepares Salary bills under only one account head i.e. 07-2059. CE-(Roads) sanctions the salary bill amount. DAO informed the study team about work force deployment of the division office that out of 23 sanction posts approved for technical staff, only 8 positions are full and out of 39 sanctioned non technical posts only 35 are full. Presently all the accounts are sent to DAG manually. Since 2006-07 the audit is pending and as per last audit, containing 4 paras, the compliance for those paras has been sent. On compliance for para 3 & 4 are dropped and for para-1 & 2 are pending at senior officer for comments.

“Para -2 – Contains audit report on non-collection of hire charges of various items from the contractors”

“Para -1 – Contains questions on the division’s requirements”

DAO explains that the hiring details of machineries’ are maintained in a log-book. Maintenance and petrol charges of the vehicles are taken care of by the concerned non-mechanical division where the expenditure is approved by JE-mechanical of the concerned non-mechanical division. The allotment is released by treasury for various expenditures. Letter of credit is moved to the bank (SBI). The cheque is drawn by the Executive Engineer of the division. Details of the cheque are entered to the bank website. The amount is withdrawn and salary is disbursed to the employees.

Regarding computers, DAO explains that a proposal is sent to division office for computers along with connectivity but proposal is pending approval and action.

Powers & Duties of Mechanical Division Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Executive Engineer	Administrative	Administrative as provided in CPWD Code.
		Financial	Financial Power as provided in OGFR
		Statutory	As mentioned in Administrative & Financial Column.
		Duties	Administrative with drawings on disbursing power..
2.	Assistant Engineer Estimator	Statutory	Being technical supervise & scrutinize repair work of machineries & vehicle with purchase of spare parts.
			Supervise the repair work & prepare repair estimate of vehicles and machineries.
			Supervise and scrutinize the expenditure of the office on both work and establishment.
			Advertise and supervises the establishment.
		Duties	Estimating branch and in-charge of A.E. (Mech) R&B, subdivision Barkote-I, subdivision-II Sambalpur, subdivision-III, Bolangir, subdivision-IV Sundargarh

			Maintenance of log book, M.B. and execute repair work
3.	Junior Steno	Statutory	Assist the executive engineer in the matter of typing dictation and confidential matter.
		Duties	As mentioned in statutory.
4.	Head Clerk	Statutory	Establishment & accounts work. Check-measurement of minimum 50% of all works under his jurisdiction.
		Duties	1no. attached to both established and hire charge seat & 1no, attached to A/C compiled and work as cashier.
5.	Senior Clerk	Statutory	Assists the head clerk/A.M.E. in discharging official work.
		Duties	1no. in-charge of regular establishment, diary & issue section & assisting in wages and A.M Sambalpur.

Table 74: Power and Duties of Officers under Mechanical Division

Documents control/owns by Mechanical Division:

S.No.	Document Nature	Document Name	Department owns /control the Document
1.	Cash Book	Payments of firm bills	Cash Branch
2.	Estimate	Estimate Sanction / Tender Purchase Register	Estimating Branch
3.	Bills, Vouchers Payment Register	Establishment Branch	Establishment Branch
4.	Measurement Books	Information regarding passing firm bills	Mech (R&B) sub-divisions
5.	Diary Register	Receipt of letter	Diary Section
6.	Issue Register	Issue of letter	Issue Section
7.	Pension Register	Receipt of pension papers	Establishment Branch
8.	Allotment Register	Allotment under different heads	Establishment & Cash Branch
9.	Expenditure Register	Expenditure under different heads	
10.	Incumbency Register	Incumbency of Staff	Establishment Branch
11.	O.R.V. Act Register	Appointment Care of Employees	
12.	Acquaintance Roll Register	Payment of Salary/RCM/ T.A.	
13.	G.I.S Register	Sanction of G.I.C,	
14.	Misc. recovery Register	Recovery of advance from employees	

15.	Special House Building Advance	Recovery of Special House Building	
16.	Contingent Register	Stationary Article	Cash Branch
17.	Book of Drawl	Drawl of dues of Govt. Funds	
13.	Court Case	Particular of Case	Establishment Branch

Table 75: Documents under control of Mechanical Division

Rules & Regulations: Following documents are being referred by Division Mech Office in addition to the standard rules for any Division.

- Rule Regulation on RTI Act 2005.
- Procedure to obtain the information on RTI 2005.

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary etc.
- WAMIS – used for accounting purpose.

Mechanical Division- Processes:

The main objective of the Mechanical Division is to maintain, repair of mechanical equipments and tools. To conduct physical survey and prepare report of unusable items, to dispose of the items after getting the survey report verified and duly approved by CE. The process of approval of survey report is mentioned below:

- Approval of Survey Report.

Approval of Survey Report – Details of Process - 1	
Process Name -	Approval of Survey Report of Mechanical Items
Process Code -	OWD-CSM-ICT-Mech-001
Process Purpose -	Survey Report prepared by the Mechanical Division JE and approved by CE before disposal of items.
Process Goal -	To prepare detailed survey report and dispose of unusable items.
Process Owner -	Executive Engineer – Division Office & its Team
Process Primary Actors/Initiators -	JE, AE, Estimator and Executive Engineer who prepares the survey report of unusable items.
Process Secondary Actors/Reviewers -	SE and CE- Mechanical reviews and approves the survey report.
Process Inputs -	Survey Report of Items
Process Output -	Approved Survey Report by SE/CE
Process Primary Actors Time Period -	Approximate – 30 to 40 days depending upon the items.
Process Secondary Actors Time Period -	Approximate – 10 to 15 days depending upon the size of report.

Table 76: Process-1-EE-Mech (Approval of survey reports)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	JE	Division JE conducts physical survey of all the items and prepares a detailed report.	ASSISTANT ENGINEER	10
2.	ASSISTANT ENGINEER	JE submit survey report to ASSISTANT ENGINEER for review. ASSISTANT ENGINEER reviews and verifies the survey report.	Division Estimator	5-6
3.	Division Estimator	Estimator also reviews and verifies the survey report and submits to Division Executive Engineer for approval.	Executive Engineer	5-6
4.	Executive Engineer	EE reviews and if required, visits the site and verifies physically the survey report and submit to the committee.	Survey Committee	5-6
5.	Survey Committee	SE is in-charge of survey committee and division EE and DAO are the members. SE review and approves the upset price of the items of survey report and submit to CE for final approval.	Chief Engineer	5-6
6.	CE	CE reviews the survey report and upset price of the items of report, verifies, approves, and submits to Division for further action.	Division EE	5-6
7.	Division EE	Upon receiving the approval of survey report and upset price from CE, EE start disposing of the items.	Disposal of items	-
			Total	30-40Days

Table 77: Tabular Representation of process-1-EE-Mech

Approval Survey Report of Mechanical Items to be Disposed Process - I

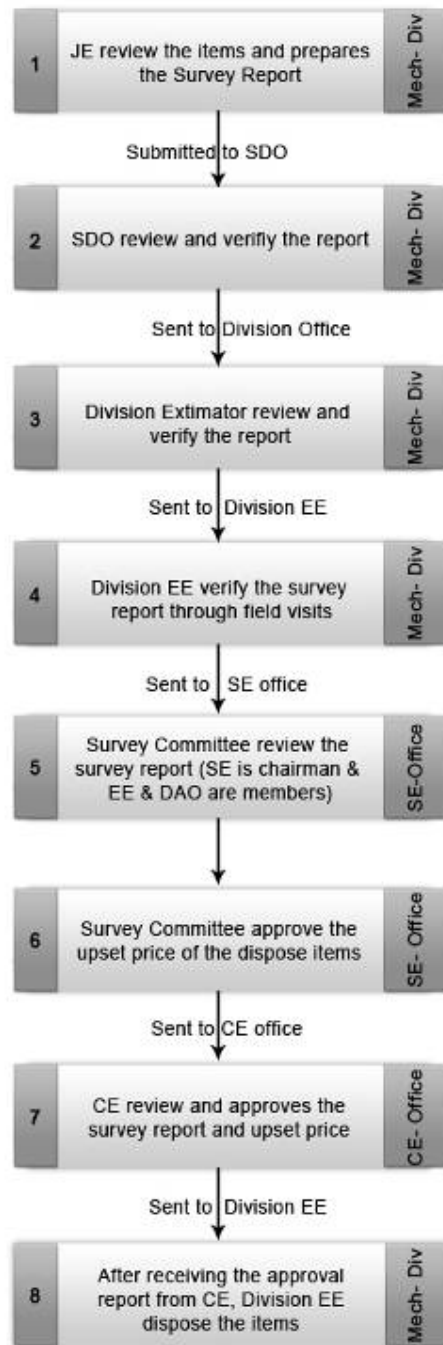


Figure 47: Flowchart of Process-1-EE-Mech (Approval of survey reports)

5.5.4 SE-GED, Bhubaneswar- As-IS Process

Introduction:

Superintending Engineer, Electrical Division was created on 24.07.1971 with a view to monitor, regulate and provide guidance to the E.E, G.E.D. No. I, Bhubaneswar/ E.E, G.E.D. No.II, Cuttack/ E.E, G.E.D. No.III, Sambalpur/ E.E, G.E.D. No. IV, Sunabeda under this Office.

Circle's Objective:

Monitoring activities of subordinate Offices regarding Electrical maintenance and up keep the internal E.I work of all Govt. buildings which borne in the books of PWD both Residential and Non-Residential coming under its jurisdiction out of the funds out lay provided by Central & State Govt. for individual and specifics projects in all the District, in the State of Odisha under Public Works Department..

Functions/Activities of the SE, GED, Bhubaneswar:

- Supervision of Electrical installation i.e. E.I units, A/C & Refrigeration, Maintenance of Lift at different important Govt. buildings and administrative control of Sub-ordinate Offices.
- To extend Technical instruction and guidance to the Sub-ordinate Offices in their works under Electrical Circle and to report to C.E (Buildings), BBSR the activities of Sub-ordinates Offices.
- Maintenance of E.I works, A.C Machines & Lifts.
- Undertake deposit work.
- Maintaining the records and rendering accounts to A.G.
- All the electrical works relating to repair, addition, alteration, renovation and original work along with new construction is been taken care.

Discussion: CSM Team visited the Superintending Engineer, General Electrical Division Bhubaneswar to discuss and study about the divisional working, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the division. During the study CSM team met the following officers of the Laboratory:

- Superintending Engineer – Er. Satchidananda Mohapatra
- PA to Superintending Engineer - Er. S.K. Mohanty

Superintending Engineer:

For the execution of works from CE-Buildings the drawing comes to SE-GED. From EE (R&B) the drawing goes to EE (GED) for estimation. Estimations sent by the divisions are scrutinized by SE and sent to CE-Buildings. If the whole estimate cost is more than 50L then it goes for composite tender. Any procurement which values more than 20L is done through e-Procurement. If the tender value is more than 20L but less than 50L then it is floated by SE in the e-Procurement as EE of the divisions do not have DSC.

For any new construction the internal work is done by this section but for external work the required amount is deposited to the electricity supplying company to make the necessary arrangements. The arrangement of electricity during the construction work is also done by this circle through its divisions. There are various types of repair work being taken up by this section. The estimation for repair and maintenance work is prepared the concerned divisions. These estimations are directly submitted to CE-Buildings. The allotment is directly made to the EE of the concerned divisions by CE-Buildings. For MR or SR work the sanction is also made by CE-Buildings. The prioritization of work for divisions under these circles is made by the SE(R&B) of the concerned circle.

Manpower Details:

Present Strength is as follows:

- Superintending Engineer – 1 no.
- PA to SE – 1 nos.
- Jr. Engineer – 1 nos.
- Sr. Steno – 1 nos.
- Clerical Staff – 12 nos.
- Support Staff – 5 nos.

Total Division staff – 21 nos.

Powers & Duties of Division Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Superintending Engineer	Administrative	Exercise of technical and supervisory control over all officers and employees under this circle. Appointment, transfer & posting of class-III ministerial employees of the Circle Office and Divisions under Electrical Circle and class-IV employees of its own Office. Execute works of other Department of the State

			Govt. and works deposited by Local Bodies, Public Undertakings Public Institutions Govt. of India and other State Govt.
		Financial	Sanction of G.P.F
			Sanction of Loans & Advances.
		Others	Technical sanction of estimates within Rs.50.00 lakh to 5.00 crores original works. Acceptance as tender costing Rs.50.00 lakhs to Rs.5.00 crore. Sanction of extension of time within the competency of S.E. Sanction of deviation within 10% of the contract value or Rs.50,000/- whichever is less. Dealing with RA/ Pension cases. To be responsible for all works executed by the divisions in the Circle office in respect of time schedule and proper quality, sanctioned plans and design specifications.
		Duties	Administrative control of Sub-ordinate Offices under its jurisdiction. Inspection of works executed by the Divisions under Electrical Circle. Preparation of Annual Budget estimate relating to different works to keep close watch over the progress of works and expenditure.
2.	Personal Asst. to Superintending Engineer	Powers	Drawing and disbursing salaries, TE, Loans & advances of its staff delegated by the Superintending Engineer.
		Duties	Processing of various work files, Estimating, Passing of Salary Bills and Establishment matters.
3.	Assistant Engineer (Estimating)	Powers & Duties	Checking Estimates, Tender schedule, Comparative statement of different works of the divisions under this Circle.

4.	Head. Assistant	Powers & Duties	Supervision of all the works of Dealing Assistants to ensure smooth functioning of Circle office & timely disposal of important matters/ files related to establishment, Court Case, disposal of I.R/ Paras/ CAG para, disposal of P.A.Rs etc.
5.	Sr. Steno	Powers & Duties	Deals with confidential matters and C.C.Rs of sub-ordinate officers and timely disposal of the same.
6.	Draughtsman	Duties	Drawing of plans and designs.

Table 78: Power and Duties of the officers under Electrical Circle

Documents control/owns by SE GED, Bhubaneswar:

Sl.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class - IV Staff	
6.	Sample Track Register	Security Deposit and Registration No. etc	Laboratory
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Index Register	File No./ Collection No. and Subject	Concerned Section
9.	Log Book	Day to day disposal of Letters by Concerned Section	Concerned Section
10.	Pay Acquaintance Roll	Pay particulars of Staff	O.E. Section
11.	Estimate Register	Estimates of different work	Estimating Branch
12.	Administrative Approval file	Different works Administratively Approved	Estimating Section
13.	L.C. Register	Recording of letter of credit Estimating received from Higher Authorities	Estimating Section

14.	EMD Register	Recording security deposited by contractors	Estimating Section
15.	Tender Register	Record the detail of tender received	Estimating Section
16.	Cash Book	Subsidiary Transaction Salary	O.E. Section
17.	Subsidiary Cash Book	For Right to Information	O.E. Section
18.	Bill Register	Record the details of Bill passed in this Office under Head of Account 7-2059 NP PW Salary & Non-Salary	O.E. Section
19.	Book of Drawl	Record the details of Bills submitted to Treasury	O.E. Section
20.	Expenditure Register	Expenditure under different Head	Budget Branch

Table 79: Documents under control of Electrical Circle

Rules & Regulations: Following documents are being referred by the laboratory.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- C.P.W.D. Code Vol. I & II – Deals with Rules & Regulation for matter of works under CPWD
- Odisha Treasury Code Vol. I & II - Deals with salary bill, contingent Bill RCM Bill, T.E. Bill, G.P.F. Bill, Loans & Addresses Bill etc.
- Odisha G.P.F. Rule - Deals with Rules relating to opening of G.P.F. account, Sanction of G.P.F. advance/ Withdrawal and repayment of advances from Govt. employees.
- OGFR & Service Code - Orissa general Finance Rules

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.

SE GED, Bhubaneswar - Processes:

The main objective of the Central SE GED is to carry out the repair, addition, alteration, renovation and original work along with new construction. This circle does the liaison with the electricity providing company for shifting of electric lines in case of road widening. In some cases this circle also does the shifting of lines by themselves upon taking the charges required to perform this. The process of doing this is as follows:

- o Supply: Procurement of materials

- o Installation: Installation of the materials for new electric lines
- o Testing: the new lines installed is tested
- o Commissioning: Discharging the existing lines and dismantle

For the execution of works from CE-Buildings the drawing comes to SE-GED. From EE (R&B) the drawing goes to EE (GED) for estimation. Estimations sent by the divisions are scrutinized by SE and sent to CE-Buildings. If the whole estimate cost is more than 50L then it goes for composite tender. Any procurement which values more than 20L is done through e-Procurement. If the tender value is more than 20L but less than 50L, then it is floated by SE in the e-Procurement as EE of the divisions do not have DSC.

SE GED Bhubaneswar – Details of Process – 1	
Process Name -	Initiation for execution of New works
Process Code -	OWD-CSM-ICT-SE-GED-001
Process Purpose -	Execution of new works at field level
Process Goal -	To carry out new electrical works for OWD.
Process Owner -	SE GED, EE GED
Process Primary Actors/Initiators -	JE, AE, Estimator and Executive Engineer at Division
Process Secondary Actors/Reviewers -	SE and CE- Electrical review the work progress.
Process Inputs -	Estimates from JE at field level.
Process Output -	Execution of work
Process Primary Actors Time Period -	Approximate – Depending upon the size of work.
Process Secondary Actors Time Period -	Approximate – Depending upon the size of work.

Table 80: Process-1-SE-GED (Execution of Work)

Tabular Representation of Process – I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	EE GED	Prepare estimate & sent to SE GED	SE GED	
2.	SE GED	Scrutinize and sent to CE, Buildings	CE Buildings.	
3	CE Buildings	Drawing prepared and sent to SE, GED	SE GED.	
4.	SE GED.	As per cost limit tender is floated by authority	CE B),EE- GED	
5.	Committee	Vendor selection	CE B),SE, EE GED	
6.	EE	Award of work for work execution	SE GED, Contractor	
			Total	30Days

Table 81: Tabular Representation of Process-1-SE-GED

Flow of Process – I:

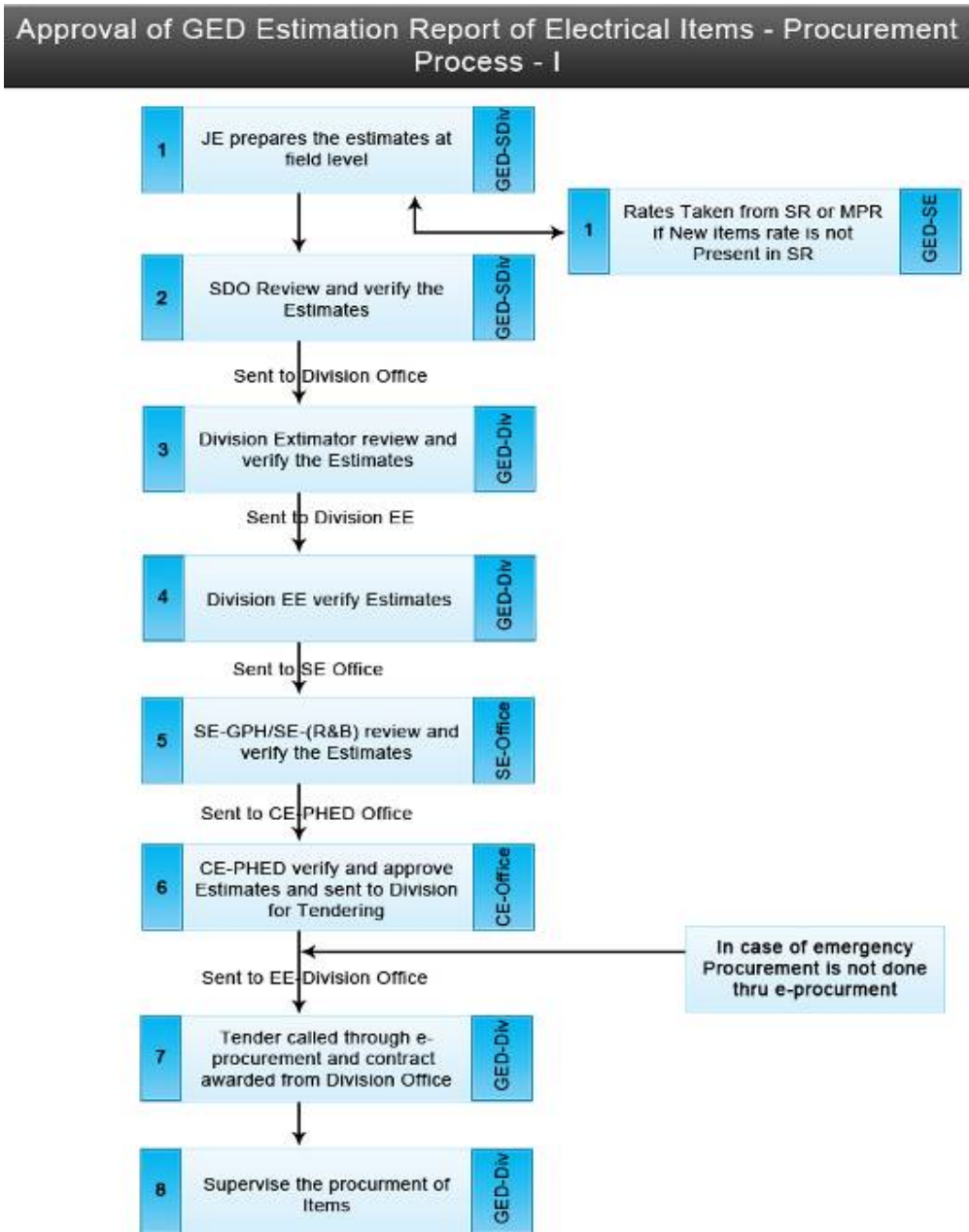


Figure 48: Flowchart of Process-1-SE-GED (Execution of Work)

Office of EE GED Bhubaneswar- As-IS Process

Introduction:

The Executive Engineer, General Electrical Division Bhubaneswar takes up mainly electrical works in original construction and repair /maintenance work of the Government residential and non residential buildings coming under its jurisdiction out of the funds out lay provided by Central & State Government for Individual and specific

project. This Division consists of 3 Sub-Divisions namely undivided Puri, undivided Ganjam and Bhubaneswar, The Head of this division is Executive Engineer with 6 ASSISTANT ENGINEER's under him, 4 at Bhubaneswar, 1 each at Puri and Berhampur.

Division's Objective:

To undertake maintenance and repair electrical works of Govt. building including newly constructed work.

Functions/Activities of the EE, GED, Bhubaneswar:

- Maintenance of E.I works.
- Tenders are called, for maintenance & repair of the internal E.I of Govt. Buildings.
- To ensure for quality output and quantitative achievement of the work done against the contract.
- Processing the bills to facilitate the payment to contractors.
- Undertake deposit work.
- Maintaining the records and rendering accounts to A.G.
- Educate towards economy uses with proper safety measures and develop the concept of energy conservation.

Discussion: CSM Team visited the Executive Engineer, General Electrical Division Bhubaneswar to discuss and study about the divisional working, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the division. During our study CSM team met the following officers of the Laboratory:

- | | |
|-------------------------------|-----------------------|
| • Executive Engineer | - Er. Satyajit Nayak |
| • Divisional Accounts Officer | - Er. Narahari Mishra |
| • ASSISTANT ENGINEER | - Er S, K, Mohanty |
| • JE | - Er. L.D Prusty |

Executive Engineer:

EEs is responsible for obtaining Works Abstracts from Sub-Division and maintain Work wise Ledgers in the Division which are prescribed as an essential requirement for accounting. This will ensure that there are no diversion of funds from one work to another, one provision to another and from deposit works / Suspense Heads to budgeted works.

Tenders in the level of Sub. Division, Division & S.E. level are called, for maintenance & repair of the internal E.I of Govt. Buildings under this Division along with new

Electrical Installation of Newly constructed buildings. After due approval of higher authorities from time to time. While execution of the works, the engineers remain vigilant for quality output and quantitative achievement of the work done against the contract. Other office staffs discharge duties in the matter of processing of estimates tenders, processing the bills to facilitate the payment, maintaining the records and rendering accounts to A.G. Odisha along with establishment in general.

Junior Engineer:

All items of work in a project, irrespective of their cost, shall be measured and recorded by the Officer-in-charge of the work, not lower than the rank of J.E. It is, however, open to the rank of Sub-Divisional Officer to record measurements for any particular item of work himself.

In the secretariat building there are 3 JE deployed where one takes care of the general electrical MR and SR works, the other takes care of the lifts and another takes care of the ACs.

JE takes care of SR and MR electrical works of secretariat building. Every year JE sends the proposal through ASSISTANT ENGINEER and EE for SR and Original works. Only for secretariat and residential buildings under GA department the proposals or estimation is sent to GA department from the EE of the concerned division else it is routed through CE-Building for approval.

Divisional Accounts Officer:

The DAO is responsible for compilation of accounts of the division each month and send to DAG along with all the concerned authority. Re-Consideration of CTR and CTI with treasury and submission of abstract to DAG. He also takes care of the division records.

He functions as an accountant, i.e., as the compiler of the accounts of prescribed rules and from the data furnished to him. In the discharge of these duties, he is expected to keep himself fully conversant with all sanctions and orders, passing through the office and with other proceedings of the Divisional Officer and his subordinates which may affect the estimate or accounts of actual or anticipated receipts and charges. He should advise the Executive Engineer on the financial effect of all proposals for expenditure and keep a watch, as far as possible, over all the liabilities against the grants of the division as they are incurred.

Manpower Details:

Present Strength is as follows:

- Executive Engineer - 1 no.
- Divisional Accounts Officer - 1 nos.
- ASSISTANT ENGINEER - 6 nos.
- Jr. Engineer - 3 nos.
- Clerical Staff - 4 nos.

- Support Staff – 10 nos.

Total Division staff – 25 nos.

Powers & Duties of EE GED, Bhubaneswar Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	Executive Engineer	Administrative	Responsible for exercising technical, supervisory and administrative control over the activities in the Division office and to exercise his power as per statutory rules and acts
		Financial	Preparation of Budget estimates of Expenditure relating to the work and revenue of his division under his control and in addition to his duties he will function as per Govt. stipulation in OPWD code
		Others	Provide technical guidance to the AEE's and AEs and consult the higher authorities in all major problems. Preparation of and finalization of tender documents and contracts.
		Duties	Supervising maintenance, repair & construction of E.I works.
2.	Assistant Engineer	Administrative	Under instruction of Executive Engineer
		Statutory	Under instruction of Executive Engineer
		Financials	Under instruction of Executive Engineer
		Duties	Supervision maintenance and construction of all E.I works
3.	Divisional Accounts Officer	Administrative	Under instruction of Executive Engineer
		Financial	Under instruction of Executive Engineer
		Statutory	Under instruction of Executive Engineer
		Duties	Maintenance of Accounts, tender, budget, supervision of establishment work

4.	Junior Engineer	Statutory	Under instruction of Executive Engineer
		Duties	Under instruction of Asst. Engineer & Executive Engineer

Table 82: Power and Duties of the officers under Electrical Division

Documents control/owns by EE GED, Bhubaneswar:

Sl.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class - IV Staff	
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Expenditure Register	Expenditure under different Head	Budget Branch

Table 83: Documents under control of Electrical Division

Rules & Regulations: Following documents are being referred by the laboratory.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.
- CPWA Code – Central Public Works Accounts Code
- OGFR & Service Code - Orissa general Finance Rules

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms
- WAMIS – used for accounting purpose.

Office of EE GED, Bhubaneswar - Processes:

The main objective of the EE GED, Bhubaneswar is to ensure electrical installations in the Quarters under its jurisdiction. Tenders in the level of Sub. Division, Division & S.E. level are called, for maintenance & repair of the internal E.I of Govt. Buildings

under this Division along with new Electrical Installation of Newly constructed buildings. After due approval of higher authorities from time to time. While execution of the works, site engineers remain vigilant for quality output and quantitative achievement of the work done against the contract. Other office staffs discharge duties in the matter of processing of estimates tenders, processing the bills to facilitate the payment, maintaining the records and rendering accounts to A.G. Odisha along with establishment in general. Keeping their main objective in view, the following main processes were studied and given below:

EE, GED, Bhubaneswar - Details of Process - 1	
Process Name -	Selection of contractor for execution of work
Process Code -	OWD-CSM-ICT-EE-GED-001
Process Purpose -	Preparation and floating of tender for selection of contractor for execution of work
Process Goal -	Selection and deployment of contractor for execution of work
Process Owner -	EE-GED, BBSR.
Process Primary Actors/Initiators -	EE-GED, BBSR
Process Secondary Actors/Reviewers -	Contractor
Process Inputs -	Tender document for deployment of Contractors
Process Output -	Deployment of Contractors for execution of work
Process Primary Actors Time Period -	Approximate - 45 days for selection & award
Process Secondary Actors Time Period -	Approximate - 120 days for submission of proposal

Tabular Representation of Process - I:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	JE and EE	Prepares the tender document for selection of contractor for execution of work the JE prepares the estimates of the work to be done.	SE-GED	7
2.	SE-GED	Reviews the tender and floats it for the procurement of contractor for execution of work if the tender cost exceeds 20 L.	EE-GED	3
3.	Contractors	Submit the proposal	EE-GED	120
4.	SE and EE	Evaluates the proposals and prepares the comparison statement for various bidders	CE	7
5.	CE	Verifies the comparison statement and refers to the tender committee of OWD comprising of financial members, legal members, secretary	OWD tender committee	7

		works and CE-WBP.		
6.	OWD tender committee	The tender committee of OWD selects the contractor for execution of work.	EE-GED	15
7	EE-GED	Work Order is issued to initiate the work.	Contractor	7
			Total	167

Table 84: Process-1-EE-GED (Selection of Contractor)

Flow of Process – I:

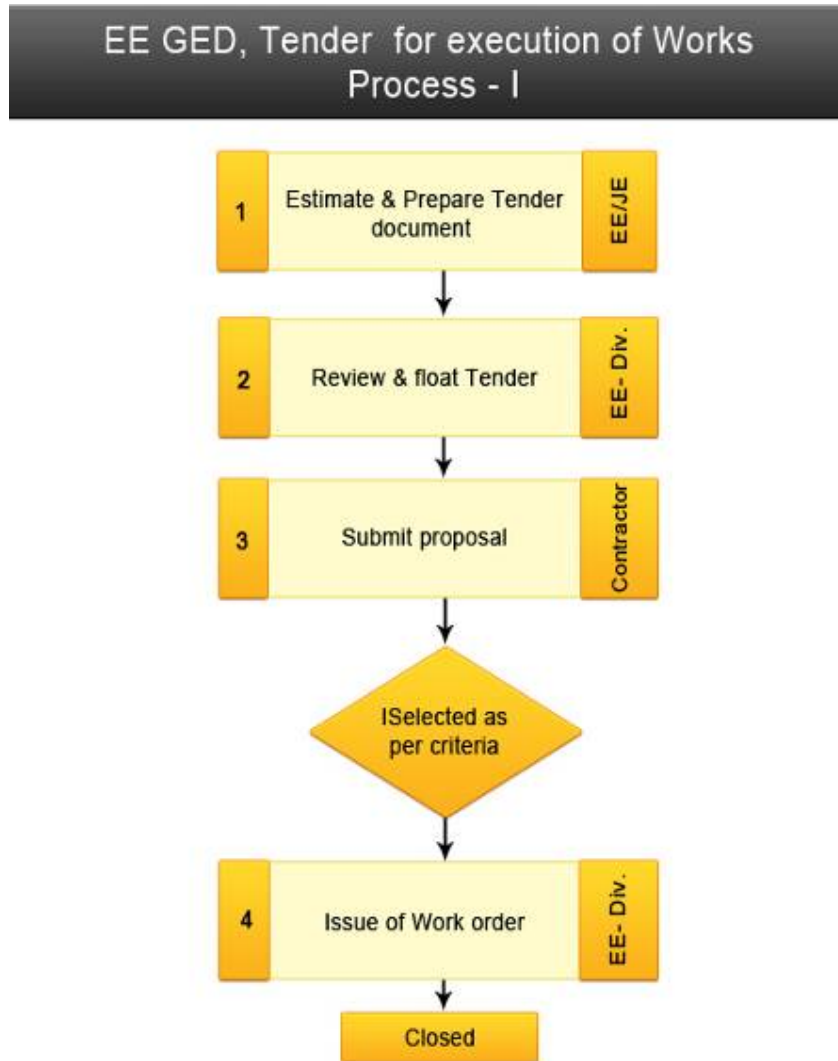


Figure 49: Flowchart of Process-1-EE-GED (Selection of Contractor)

EE GED, Bhubaneswar – Details of Process - 2	
Process Name -	Payment Procedure of Original/Repair & Maintenance Work
Process Code -	OWD-CSM-ICT-EE-GED-002
Process Purpose -	Submission of Bills for payment to contractor.
Process Goal -	To disburse payment to Contractor
Process Owner -	Contractor & Division EE
Process Primary Actors/Initiators -	Contractors' & EE
Process Secondary Actors/Reviewers -	DAO
Process Inputs -	Approved Bills of contractors.
Process Output -	Payment to Contractor's Bill
Process Primary Actors Time Period -	Approximate – 10 days for bill approval
Process Secondary Actors Time Period -	Approximate – 10-15 days for payment.

Table 85: Process-2-EE-GED (Payment procedure)

Tabular Representation of Process – II:

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	Contractor	Submit the bill of work done on the project awarded to EE for review	Division EE	1
2.	Division EE	EE review the bill and performs check measurements.	JE	5-10
3.	Division EE	EE pass the bill and forward to DAO for necessary action.	DAO	2
4.	DAO	Review the bill and after verifying it, transfer online payment to contractor's account and copy of the transfer receipt to EE for reference and record.	Contractor	2
			Total	15 Days

Table 86: Process-2-EE-GED

Flow of Process -2

**EE GED, Payment to Contractor against bill raised
Process - II**

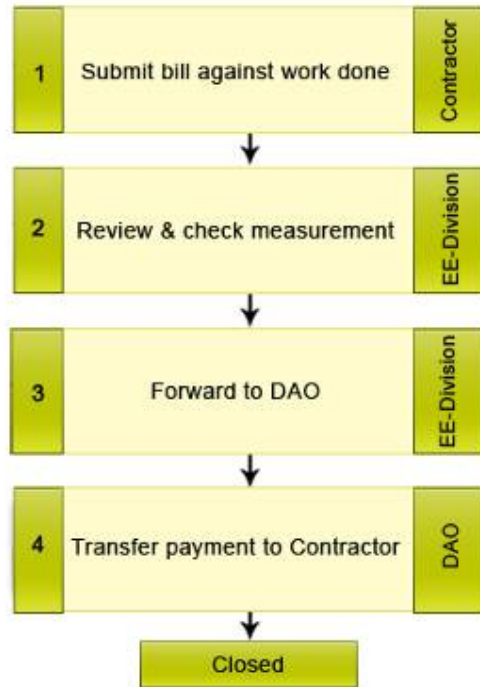


Figure 50: Flowchart of Process-2-EE-GED (Payment procedure)

5.6 RDQP- As-IS Process

Introduction:

The RDQP Cell is mainly looking after the Research Development and Quality Control works of the (R&B) Wing. At present there are **two divisions** at Cuttack and Bhubaneswar. There are **7 Labs** which includes the labs at the division offices at Cuttack and Bhubaneswar. Each division office is headed by a **DDR**. Under each division office there are some labs and the labs are attached to a number of divisions and its jurisdiction is fixed. Each lab is headed by a **Research Officer (RO)** who is assisted by a Technical Assistant and lab Attendant. All the materials to be used for civil construction are tasted by this department. Various materials tested here are:

- Stone
- Sand
- Cement
- Bricks
- Reinforcement
- Concrete
- Foundation Soil Testing
- Bitumen Testing

The quality control of different construction works in the State of Orissa by OWD are done by submitting samples for testing in the laboratories under control of C.E. R.D. & Q.P. (R&B), Orissa which are located at seven places throughout the State. The Central Laboratory at Bhubaneswar and Cuttack and Zonal Laboratory at Berhampur, Bolangir, Sambalpur, Balasore and Keonjhar.

The Central Laboratory, Bhubaneswar is headed by the D.D.R who is the competent authority to issue Test results relating to their jurisdiction. The Organization relates to conduct the tests relating to Roads, Bridges, Buildings of Road and Building Organization of the State, National Highways, Rural Development also on requisition of the other Department of State and Central Govt. including private sites are taken up. The samples so collected are being tested in the Laboratories and test results issued to concerned requesting offices. Necessary testing charges are collected and deposited on proper Govt. Head of Account for the test conducted.

- For testing purpose this section has a universal testing machine.
- For certain materials the staffs of this section visit the site to collect them.
- The testing of the materials is done by following Indian Standard Code of Practice.
- All the testing is done manually and there are no digitized system used for the testing purpose.
- There is a specific format for recording the test results but all the calculation is done manually.

- The concerned EE of the division sends the request for testing.
- Before foundation the foundation soil testing is done.
- During the time of execution various materials such as concrete and others are tested.
- The test result is not intimated to the requesting EE of the concerned division until the payment is received as per the rates approved by Govt.
- The salary bills are computerized and salary is deposited to the account of the employee.
- A basic training on operating the computers is provided to the Stenos at EIC office.
- All the tests are done by RO and the test results are intimated to the EE of concerned division through the DDR.

Flow of Process

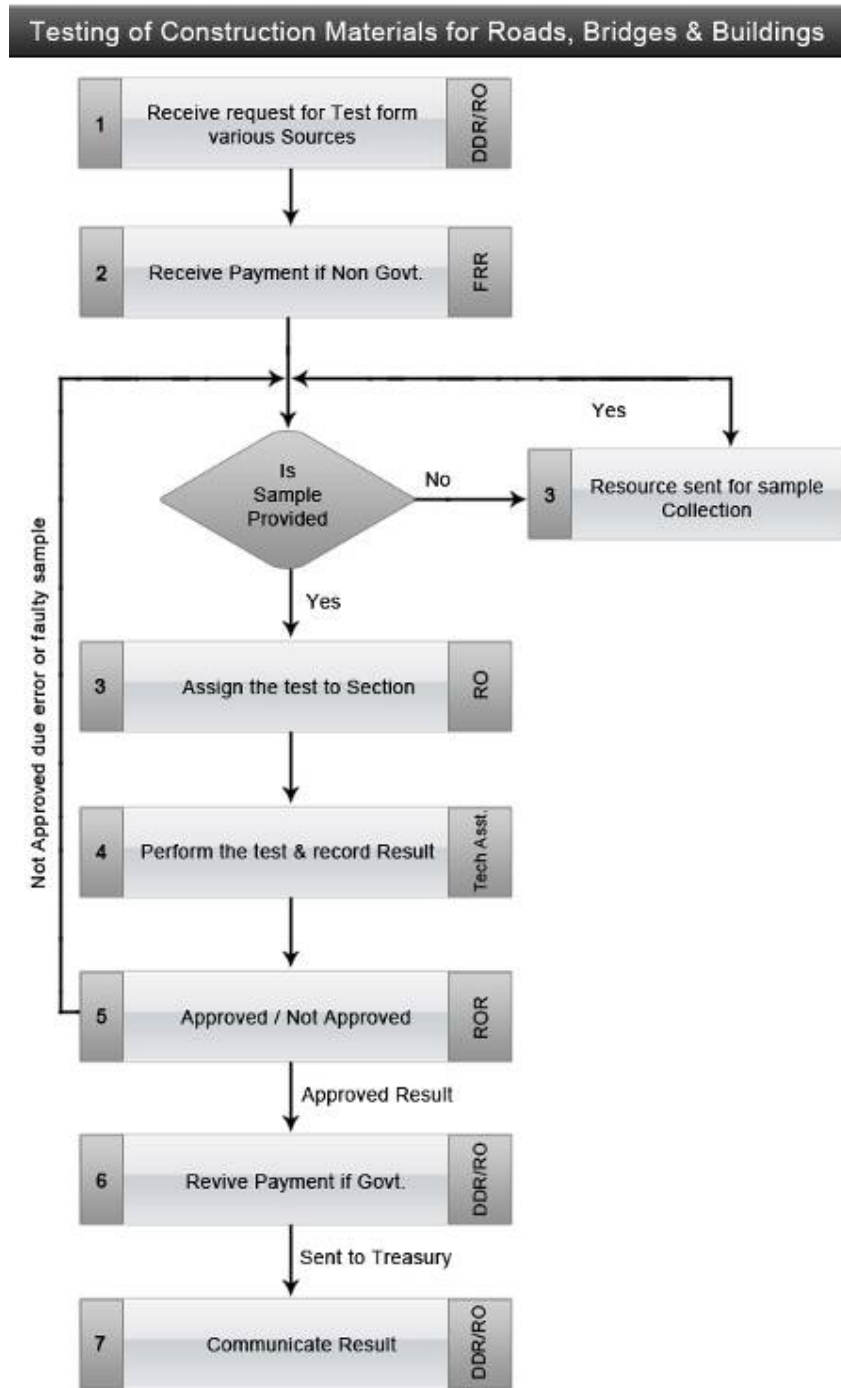


Figure 51: Flowchart of Testing of Materials

5.6.1 CENTRAL LABORATORY, Bhubaneswar

Introduction:

The quality control of different construction works in the State of Orissa by OWD are done by submitting samples for testing in the laboratories under control of C.E. R.D. & Q.P. (R&B), Orissa which are located at seven places throughout the State. The Central Laboratory at Bhubaneswar and Cuttack and Zonal Laboratory at Berhampur, Bolangir, Sambalpur, Balasore and Keonjhar.

The Central Laboratory, Bhubaneswar is headed by the D.D.R who is the competent authority to issue Test results relating to their jurisdiction. The Organization relates to conduct the tests relating to Roads, Bridges, Buildings of Road and Building Organization of the State, National Highways, Rural Development also on requisition of the other Department of State and Central Govt. including private sites are taken up. The samples so collected are being tested in the Laboratories and test results issued to concerned requesting offices. Necessary testing charges are collected and deposited on proper Govt. Head of Account for the test conducted.

Laboratory's Objective:

To test and report on the quality of materials used in the construction of Roads, Bridges and Buildings.

Functions/Activities of the Laboratory:

- To ensure quality control on the materials used for construction in the state.
- To carry out various types of testing, e.g. Soil, Materials, Bitumen, Field and chemical.
- To receive samples for testing from requestors directly.
- To review the periodical progress reports and submit to higher authority.
- To collect samples from the requesters location.
- To perform random visit as required by the Government.
- To provide results to the requestors after completion of testing.
- Maintenance and repair of all the equipments in the Laboratory.
- To identify & suggest new tools and techniques for ensuring quality control.
- To provide training to various field staffs at various locations.

Apart from the above, Training Programmes are conducted at Central Laboratory; Bhubaneswar at regular interval for educating Engineering personnel of the State as regards "Quality Control & Laboratory test Practices"

Complaints on quality of work received from the Public, Vigilance and from any other source are attended and checked by this Wing and after necessary enquiring reports are submitted to the Govt. of Odisha for needful action.

Discussion: CSM Team visited the Central Laboratory (Bhubaneswar) to discuss and study about the Laboratory's working, its processes, shortcoming in performing the activities, present IT infrastructure and manpower deployment in the department. During our study CSM team met the following officers of the Laboratory:

- Research Officer – Er. Sudhi Ranjan Mishra

Deputy Director Research:

The Central Laboratory, Bhubaneswar is headed by the D.D.R who is the competent authority to issue Test results relating to their jurisdiction. He is responsible to conduct research on construction materials used in construction of roads, bridges & buildings. He is to inspect different private testing Laboratories as per orders of the EIC (Civil) relating to new license to Laboratories & in case of renewals to physically verify the Tools, Plants, and Machineries Equipments of the applicants. He is also responsible for inspecting and reviewing the research works conducted by the Research Officer.

Research Officer:

The Research Officer headed by Chief Engineer is responsible for the state quality control by testing of materials in the laboratory. The sample comes from various sources for construction of Roads, Bridges or Buildings. This sample is received and the details entered in a Sample tracking register. The RO is responsible to assign the test to respective section and ensure that the testing is done and results communicated after receipt of payment. He supervises the laboratory and takes periodic review of the activities in the laboratory.

He gave us a brief on the various sections of the laboratory and the tests conducted in each of them.

Sections:

This laboratory consists of seven sections

- Material
- Soil 1

- Soil 2
- Bitumen Section
- Field Section
- Chemical Section

The major tests detailed below are conducted in the various wings of the Laboratories and findings/results issued to the requisitioning authority in order to enable them for further necessary action/step forward.

MATERIAL WING

CEMENT

- Standard Consistency
- Initial & Final setting time
- Compressive strength (3 days, 7 days & 28 days)

AGGREGATES: (FINE & COARSE)

- Sieve Analysis.
- Bulk Density
- Los-angles Abrasion
- Impact value
- Flakiness Index
- Elongation Index
- Specific Gravity
- Water absorption
- Soundness
- Bulkage of sand

CONCRETE

- Compressive strength of concrete cubes
- Design mix of different grade
- Slump Test competing factor
- Workability of concrete
- Flexural strength of concrete/ tiles
- Non-Destructive test of concrete using Rebound hammer
- Non Destructive Test of concrete using ultrasonic pulse velocity apparatus.

BRICKS

- Shape & Size
- Water Absorption
- Compressive Strength
- Efflorescence Test

FLY ASH BRICKS

- Water Absorption
- Compressive Strength

REINFORCEMENT STEEL RODS

- Size & Weight
- Tensile Strength
- Bend & Rebend Test
- Shear Test.

BRIDGE BEARINGS

- Vertical Compression Load Test

TILES

- Water Absorption
- Flexural Strength

SOIL WING

FOR SUBGRADE SOIL/ EMBANKMENT

- Grain size analysis.
- Proctor compaction (Both light & heavy)
- California Bearing Ratio (CBR)
- Differential Free swell (DFS)
- Liquid Limit (L.L.) & Plastic Limit (P.L.)

FOR SUB BASE / ADMIXTURE

- Grain size Analysis.
- Proctor compaction (Both light & heavy)
- California Bearing Ratio (CBR)
- Differential Free swell (DFS)
- Liquid Limit (L.L.) & Plastic Limit (P.L.)

FOR WET MIX MACADAM (W.M.M.)

- Grain size Analysis.
- Proctor compaction (Both light & heavy)
- California Bearing Ratio (CBR)
- Differential Free swell (DFS)
- Liquid Limit (L.L.) & Plastic Limit (P.L.)
- Abrasion value.
- Water Absorption
- Flakiness & Elongation Indices.

FOR FOUNDATION SOIL (BRIDGE & BUILDING)

- Shear Test with Bulk density
- Grain size Analysis.
- Field moisture content.
- Liquid limit & plastic limit
- Differential free swell Index.
- Specific Gravity.

BITUMEN WING

- Mix design for Bituminous, (BM) Semi-dense Bituminous concrete (SDBC), Dense Bituminous Macadam (DBM), Bituminous Concrete (BC), etc.
- Penetration test for Bitumen & CRMB (Penetration Grade)
- Softening point determination for Bitumen & CRMB.
- Ductility test for Bitumen
- Specific Gravity test for Bitumen
- Bitumen content determination for all samples collected submitted from pavement works
- Grading of all Aggregates
- Elastic recovery test for CRMB

CHEMICAL WING

- Suitability of water for concrete work.
- Suitability of sand for concrete work.

- Determination of cement content of hardened Portland cement concrete and cement mortar.

Manpower Details:

Present Strength is as follows:

- DDR – 1 nos.
- Research Officer – 1 nos.
- Jr. Engineer – 1 nos.
- Tech Assistant – 4 nos.
- Sr. Lab Assistant – 1 nos.
- Specimen Collector – 1 nos.
- Hr Grade Specimen Collector – 2 nos.
- Lab Attendant – 10 nos.
- Clerical Staff – 6 nos.
- Support Staff – 16 nos.

Total Laboratory staff – 43 nos.

Powers & Duties of Laboratory Officers are as follows:

S.No.	Designation	Powers & Duties	Descriptions of Powers & Duties
1.	DDR	Administrative	DDR is responsible to Chief Engineer (Roads)/ E.I.C.-cum-Secretary to govt., Works. Exercises powers of Head of office.
		Others Duties	Discharges duties as Heads of Department (both financial & technical) Inspecting and Reviewing the research works conducted by Research Officer. To review the periodical progress reports received from Executive Engineers/Research Officer and submit to higher authority.
2.	RO	Statutory	As per Government Norms.
		Duties	To supervise the tests conducted in Laboratory. To submit the periodical progress reports to DDR. To carry out any other tasks that may be assigned to him from time to time by DDR.
3.	Jr. Engineer	Duties	He is in-charge of running and maintenance of the Central Laboratory. Discharges the duties of a Sectional officer as codified in OPWD code & as entrusted by the higher authority from time to time.

4.	Tech. Assistant	Statutory	As per Government Norms.
		Duties	Conducts the test in coordination with Lab attendants
5.	Sr. Lab Assistant	Statutory	As per Government Norms.
		Duties	He has been entrusted to supervise soil, sand, stone and concrete design mix and its tests conducted at Central Laboratory.
6.	Lab Attendant	Statutory	As per Government Norms.
		Duties	He assists in testing of different types of tests to the Senior Laboratory Assistant/ Technical Assistant. He maintains the equipments by cleaning and oiling when the equipments are not in use.

Table 87: Power and Duties of the officers in laboratory

Documents control/owns by Laboratory:

Sl.No.	Document Nature	Document Name	Department owns /control the Document
1.	Issue Register	Issue of Letters	Issue Section
2.	Dairy Register	Receipts of Letters	Diary Section
3.	Pension Register	Receipts of Pension Papers	Establishment Section
4.	Incumbency Register	Incumbency of the officers & Staff	
5.	Roster Register	Appointment and Promotion of the Class-III & Class – IV Staff	
6.	Sample Track Register	Security Deposit and Registration No. etc	Laboratory
7.	Allotment Register	Allotment under different Head	Budget Branch
8.	Expenditure Register	Expenditure under different Head	Budget Branch

Table 88: Documents under control of laboratory

Rules & Regulations: Following documents are being referred by the laboratory.

- Orissa Service Code - Service Conditions of Govt. Employees
- Orissa T.A. Rules - Rules & Regulation governed for Govt. Employees.
- OPWD Code (Vol-I & Vol-II) - Functions of Works Department officers.

- IRC Code – Indian Road Congress code
- BIS Code- Bureau of Indian standard code

Applications & Software Used:

- MS-Word - used for writing Letter/Note/Order etc.
- MS-Excel - used for Design calculations, budget, estimates, quantities calculation, preparation of salary and MIS forms.
- MS-PowerPoint – used for preparing presentations.
- WAMIS – used for accounting purpose.

Laboratory- Processes:

The main objective of the Central Laboratory is to ensure quality control of construction work in the state by testing the materials used in construction. Keeping their main objective in view, the following main processes were studied and given below:

Testing of Sample collection:

- Sample Collection and fee collection for non government organization.
- Assign of the sample to respective section based on the test required.
- Recording the results after completion of test.
- The test results are authorized by the concerned officer
- Payment in respect of testing charges for Government bodies are being realized from Department of State/ Central Govt. as the case may be and deposited in proper Govt. Head of Account.

Central Laboratory Bhubaneswar – Details of Process – 1	
Process Name -	Testing of Sample collection
Process Code -	OWD-CSM-ICT-LAB-001
Process Purpose -	Testing of sample & provide the results
Process Goal -	To ensure quality control by testing the materials used for construction.
Process Owner -	DDR – RO and its Team
Process Primary Actors/Initiators -	RO receives and assigns the test to required section.
Process Secondary Actors/Reviewers -	Tech Asst& Lab Assts carries out the testing activities.
Process Inputs -	Sample collection and the test to be conducted..
Process Output -	Approved Test result by the RO.
Process Primary Actors Time Period -	Approximate – 7 to 90 days depending upon the test type.
Process Secondary Actors Time Period -	Approximate – 7 to 90 days depending upon the test type.

Table 89: Process-1-Lab (Sample Collection)

Tabular Representation of Process – I:

S.No	Primary Actors/Initiators	Process Description	Secondary Actors/ Reviewers	Estd Time in days
1.	DDR	DDR receives the request from various sources.	RO	1
1.	RO	RO receives the sample and assigns the test to required section.	NIL	1
2.	Lab Attendants	Lab Assts carries out the testing activities under the guidance of Technical Assistant.	Tech Asst	7
3	Treasury	Payment receipt	NIL	20
4.	RO	Issue of test results.	NIL	1
			Total	30Days

Table 90: Tabular Representation of Process-1-Lab

Testing of Construction Materials for Roads, Bridges & Buildings

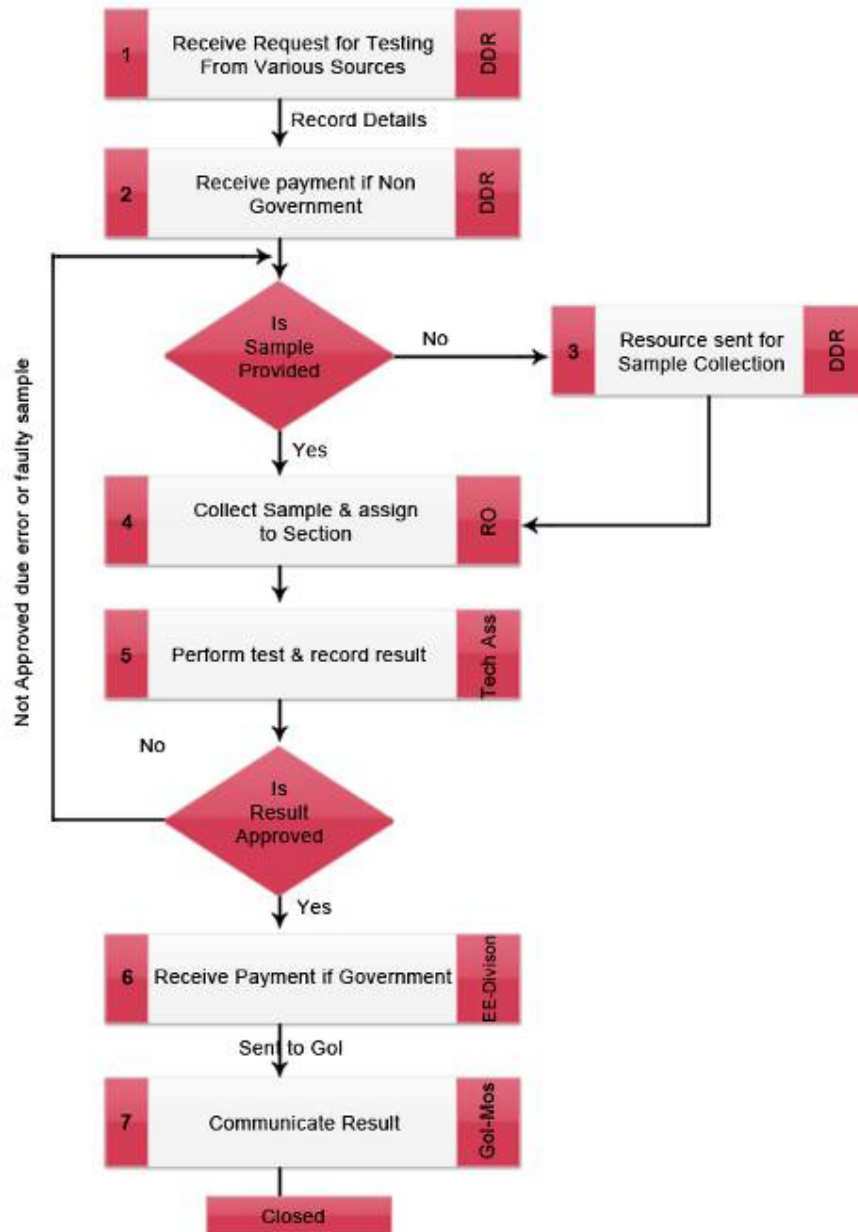


Figure 52: Flowchart of Process-1-Lab (Sample Collection)

5.7 E-procurement Cell, OWD

Introduction:

Government after careful consideration has decided to host all tenders costing 10 lakhs or above in the e-procurement portal. This will be applicable across all Engineering Departments such as Works Department, Department of Water Resources, Rural Development and Housing and Urban Development Department, Government of Orissa also welcomes hosting of tenders by any other departments, authority, corporations, and local bodies etc of the State with prior approval from Information Technology Department.

The e-procurement is operated complaint to relevant of OGFR/OPWD Code/Accounts Code/Government statues including any amendments brought from time to time to suit to the requirement of the best national practice. During study we meet Er. Jaypal Naik (Chief Manager, e-procurement) Er Trinath Behera (A.E., e-Procurement), Er. S.Hota (AE), and Dr. N.C.Pal, Officers of e-Procurement Cell.

Registration in the e-procurement portal is without levy of any charges but Government reserves the right to levy charges for such value added services in future. Contractors not registered with Govt. of Odisha, can participate in the e-procurement after necessary enrollment in the portal but have to subsequently register themselves with the appropriate registering authority of the State Govt. before award of the works as per prevalent registration norms of the State

For the role management “Department” is the Administrative Department, Organisation or wing is the Chief Engineer or highest tender accepting authority or equivalent officer under the Administrative Department, Circle is the Superintending Engineer or equivalent officer, Division is the Executive Engineer or equivalent officer and Sub-Division is the Assistant Engineer or equivalent officer.

The e-procurement software assigns role for operation of the module for specific function. The terminologies used in the Portal and their respective functions in the software are as follows.

- a. Application Administrator (NIC and State Procurement Cell)
 - Master Management
 - Nodal Officer Creation
 - Report Generation
 - Transfer and blocking of officers
- b. Nodal Officer (At organization level not below the Superintending Engineer or equivalent rank)
 - Creation of Users
 - Role Assignment
 - Transfers and blocking of Officers

- c. Procurement Officer-Publisher (Officer having Tender inviting power at any level)
 - Publishing Tender
 - Publishing of Corrigendum/addendum/cancellation of Tender
 - Bid Clarification
 - Report generation
- d. Procurement Officer-Administrator: (generally Sub-ordinate officer to officer inviting the tender)
 - Creation of Tender
 - Creation of corrigendum/addendum/cancellation of Tender
 - Report generation
- e. Procurement Officer - Opener (generally sub-ordinate officer to Officer inviting the tender)
 - Opening of bid
- f. Procurement Officer - Evaluator (generally sub-ordinate officer to Officer inviting the tender)
 - Evaluating Bid
- g. Procurement Officer - Auditor (Procurement Officer - Publisher and/or Accounts Officer/Finance Officer)
 - To take up auditing

1. OWD Responsibility

OWD is the Nodal Department for managing all the e-procurement activities for all departments of Orissa. A separate cell has been formed named as e-procurement cell which is headed by one chief engineer designated as "Chief Manager e-procurement".

At present all the e-procurement related activity of seven government departments along with sixteen PSUs are handled by this cell. At DIC OCAC is providing training to officials of other departments along with various other users of the application and also discuss the requirement of customization in the application.

With the objective of supervision of full roll out of e-procurement in the four Engineering Departments of the State, Government have constituted the "**Sate Procurement Cell**" under the administrative control of Works Department with EIC

(Civil), Orissa as the Chief Procurement Officer vide Works Department O.M No.8904 dt 06.05.2008. This wing is headed by Chief Engineer cum Chief Manager (Tech) of the State Procurement Cell, Govt. of Orissa This cell takes care of e-procurement for any department under Govt. of Odisha.It is known as State e-Procurement Cell where **OWD is the nodal department**.At present all the e-procurement related activity of **seven government departments** along with **sixteen PSUs** are handled by this cell.Government has made a mandate for all departments to go for e-procurement for procurement of any goods or services amounting to **10 lakh or more**.If any department wants it can go for e-procurement for any goods or services amounting less than 10lkhs.IT department is the policy maker for this application.The customization in the existing application **is done by NIC**.At DIC OCAC is providing training to officials of other departments along with various other users of the application and also discuss the requirement of customization in the application.Normally the training program is for **2 days**.IT infrastructure of all the divisions are been surveyed and appropriate suggestion for improvement of infrastructure have already been given.

The major activities of the wing are as follows:

A. Training:

- Training to Departments/PSUs Officers
- Training to Bidders
- Training Programme at Zonal Level
- Training programme for Cyber Cafes
- Hands-on practice to the Participants

B. Software Testing:

- Testing of new/upgraded Module in Test Site (<http://testtenders.ori.nic.in>).
- Testing of Live Site (<http://tendersorissa.gov.in>).
- Feedback to NIC

C. Observation of published Tenders:

- Observation Letter to organisations on Published Tender
- Technical Assistance to organisations if any opportunity for improvement

D. Help Desk:

- Telephonic Support by Toll Free Number (1800-3456765)
- DSC Facilitation

E. Single Window:

- All Departments/PSUs can clarify their queries
- Submit their suggestions for improvement

F. Software Development:

- Feed Back to NIC
- Feedback collected from Departments/PSUs

2. Tender publication process flow:

Electronic Tendering Solution

An e-Tendering solution primarily facilitates the 'Tendering Process' and may cover from Indenting of Requirements to the placing of contract/PO



Figure 53: Tender Publication Process

3. Registration of Bidders on e-Procurement System:

All the Bidders (Contractors) registered / intending to register with Public Works Department are required to register on the e-Procurement System on the website <http://mpeprocurement.gov.in> and get empanelled on <http://pwd.mpeprocurement.gov.in> in order to participate in tenders processed by Public Works Department using the e-Procurement System.

The Bidders (Contractors) registered with other departments who are also eligible to participate in tenders processed by Public Works Department are also required to be registered on the e-Procurement System on <http://mpeprocurement.gov.in>.

4. Digital Certificates:

The Bids submitted online should be signed electronically with a Class III Digital Certificate to establish the identity of the Bidder submitting the Bid online. The Bidders may obtain Class III Digital Certificates issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities, Government of India.

A Class III Digital Certificate is issued upon receipt of mandatory identity proofs along with an Application Form. Only upon the receipt of the required documents, a Digital Certificate can be issued.

5. Publishing of N.I.T

For the Tenders processed using the e-Procurement System, only a brief Advertisement related to the Tender shall be published in the newspapers and the Detailed Notice shall be published only on the e-Procurement System. The contractors can view the Detailed Notice and the time schedule for all the Tenders processed using the e-Procurement System on the website <http://pwd.mpeprocurement.gov.in>.

6. Purchase of Tender Documents:

The Tender documents can be purchased ONLY online. The Tender shall be available for purchase to concerned eligible contractors immediately after online release of the Tender and upto scheduled date and time as set in the key dates. Arrangements have been made for the Bidders to make payments online via Credit Card / Internet Banking. In case of online tendering, the application form for the purchase of tender documents shall not be required.

The Bidders can purchase the tender documents online by making online payment of tender document fees using the service of the secure electronic payments gateway (see point 7 below for further details), and should print out the system generated receipt for their reference which can be produced whenever required.

7. Electronic Payment Account:

As the tender documents shall be available for purchase only online, Bidders are required to pay the Tender Document fees online using the Online Payments Gateway Service integrated into the e-Procurement System. For the list of available

modes of electronic payments that are presently accepted on the Online Payments Gateway Service.

8. Submission of Earnest Money Deposit:

The Bidders shall submit their Earnest Money Deposit as usual in a physically sealed **Earnest Money Deposit** envelope and the same should reach the concerned Office as stated in the Notice Inviting Tender by post. The Bidders have to upload scanned copy of Earnest Money Deposit instrument along with the reference details

9. Opening of Tenders:

The concerned Department Official receiving the tenders or his duly authorised Officer shall first open the online Earnest Money Deposit envelope of all the Bidders and verify the scanned copy of the Earnest Money Deposit uploaded by the Bidders. He shall check for the validity of Earnest Money Deposit as required. He shall also verify the scanned documents uploaded by the Bidders, if any, as required. In case, the requirements are incomplete, the commercial and other envelopes of the concerned Bidders received online shall not be opened.

The concerned Official shall then open the other envelopes submitted online by the Bidders in the presence of the Bidders or their authorised representatives who choose to be present in the order of opening.

He will match the Bid Seal (Hash) of each envelope and the documents uploaded, during the respective opening, with the hash submitted by the Bidders during the Bid Preparation and Hash Submission stage. In the event of a mismatch, the Bid Data in question shall be liable for a due process of verification by the Nodal Officer of e-Procurement System of Public Works Department.

Tabular Representation of e-Procurement

S.No	Primary Actors/ Initiators	Process Description	Secondary Actors/ Reviewers
1	Department Head	Online registration for creation of department user to get user ID and password.	Chief Manager e-procurement
2	Chief Manager, e-procurement	Approve the request and provide user ID and password.	
3	Department user JE/EE/CE	Prepare Tender and upload in server.	Chief Manager e-

			procurement
4	Contractor	Download tender document .	
5	Contractor	Upload contractor information and relevant document.	
6	CE/EE/AE	Download tender document and evaluate.	
8	CE/EE/AE	Generation of comparative statement and short listing.	
9	C/EE/AF	Award contracts.	

Table 91: Tabular Representation of e-Procurement Process

Process Flow

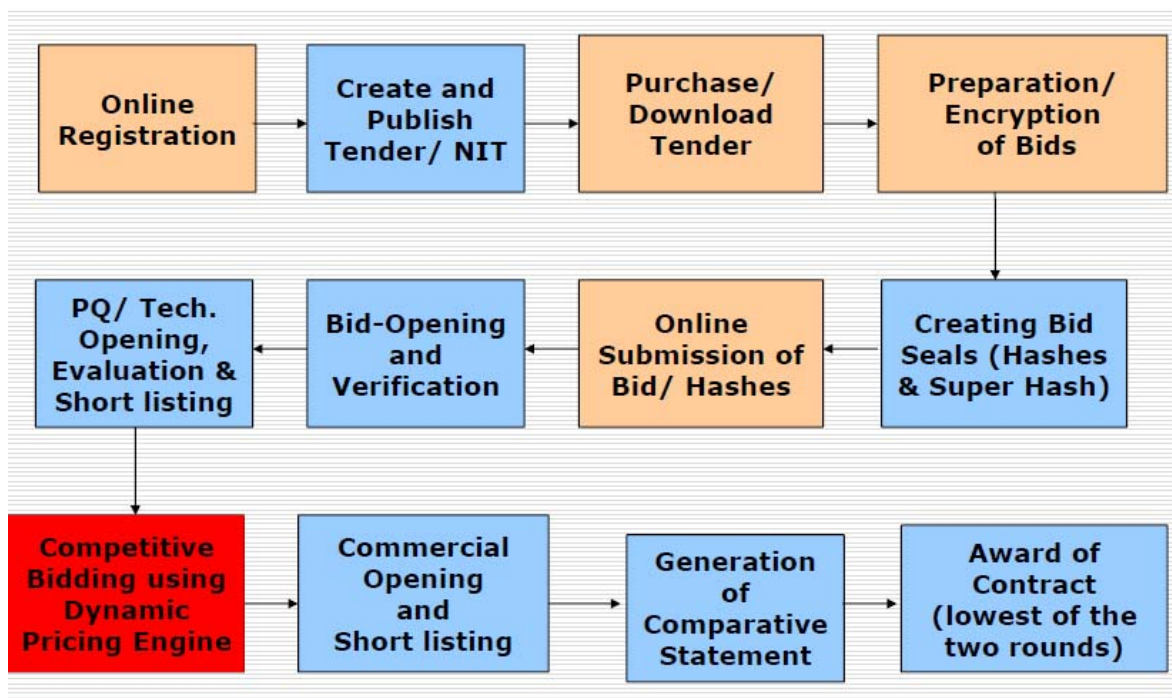


Figure 54: Process Flow of e-Procurement

ANNEXURE

1. OWD Organizational Structure - Technical

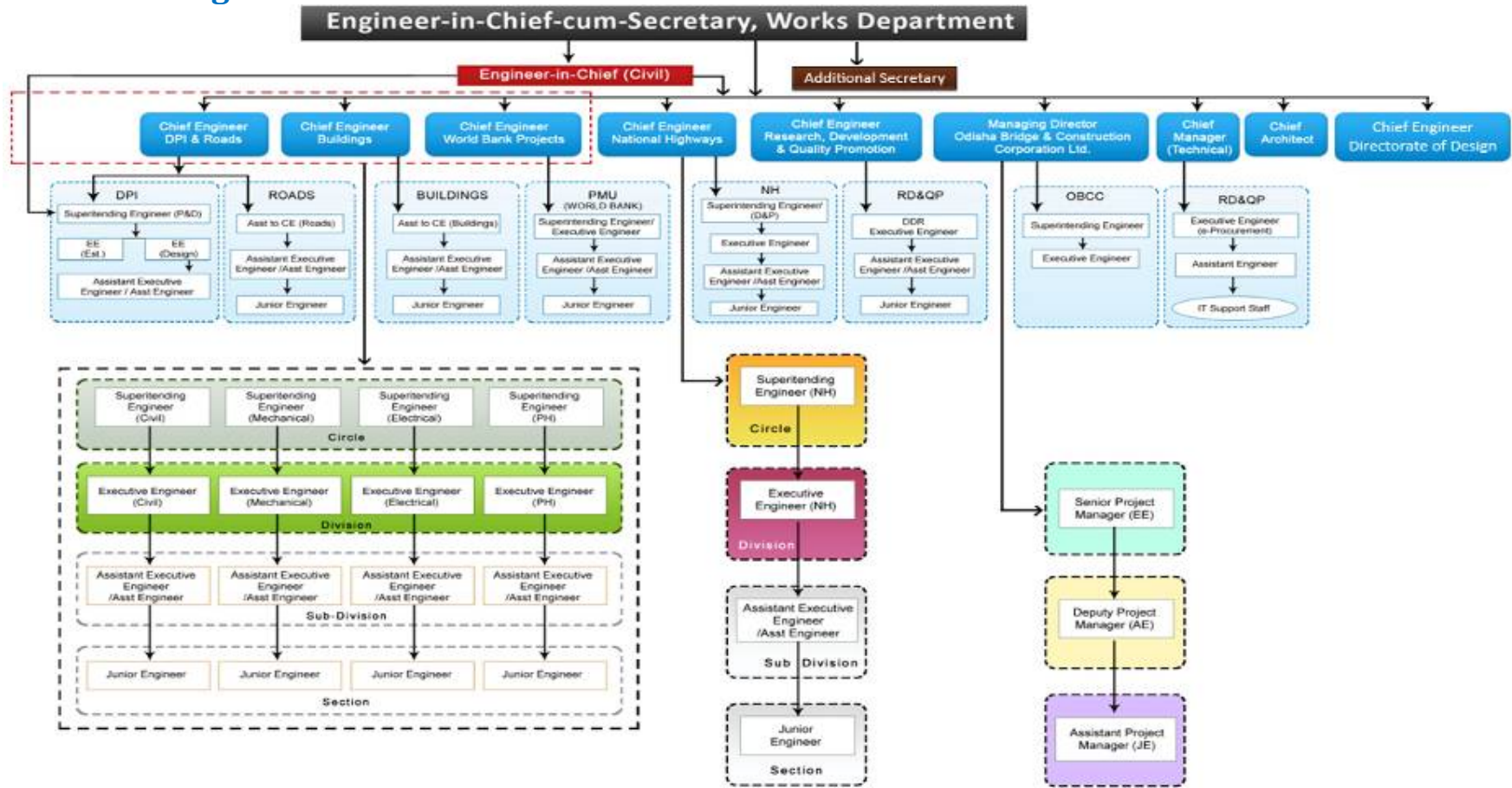


Figure 55: Organizational Structure of OWD (Technical)

2. OWD Organization Structure - Non-Technical

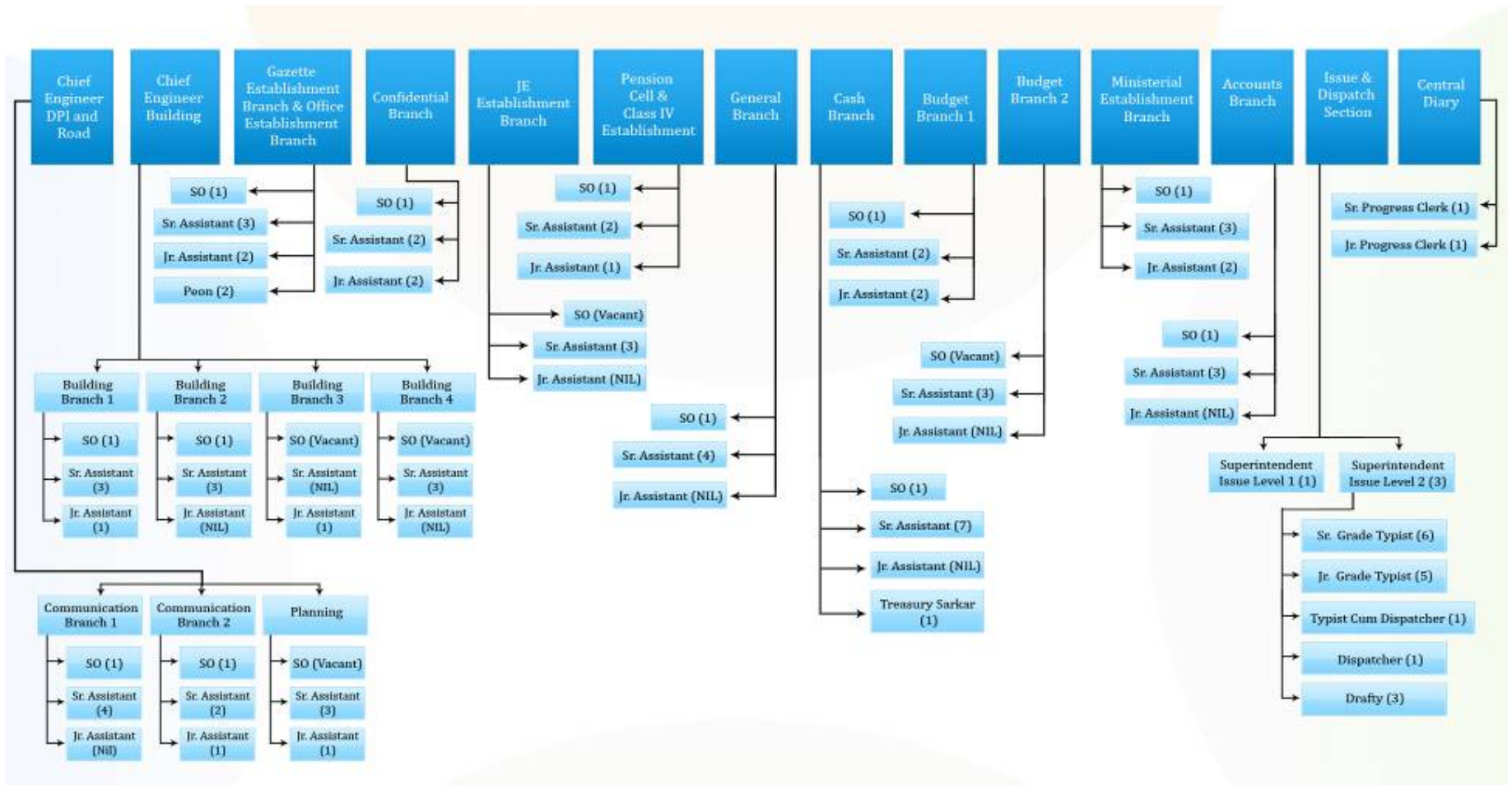


Figure 56: Organizational Structure of OWD (Non-Technical)

3. Sample Questionnaire for Assessment

Q1: EIC-cum-Secretary (OWD)

1. Whether e-communication with Chief Secretary, Secretaries of other departments, Minister Works & with EIC, all CEs, MD OBCC, all SEs under WD is existing?
2. Whether budgeting, finance of Plan/Non plan program, External assisted Program, Central Govt. funded programs & programs of other departments of Govt. handled by WD are in e-mode?
3. Whether e- filing & all data processing of all gazette establishment of OWD is followed including; Transfer, posting, promotion, retirement, charge sheets, enquiries & deputation?
4. Whether e-communication file processing in e-mode followed in WD on LAN basis from dealing assistant to Addl. Secretary?
5. Whether data base formed in e-mode of all land, road, bridges, and culverts, buildings of WD & borne in books of WD?
6. Whether e-dispatch & receipts adopted?
7. What are the areas now maintained in e-mode?
8. Whether adequacy of staff maintained in e-mode?
9. What is the public interface platform in e-mode for grievance redress?
10. Whether reply to Assembly questions handled in e-mode?
11. Whether statutory sanctions, orders, clearances, approvals tracking & monitoring are in e-mode for expeditious disposal on priority?
12. WD role in E-procurement process at present?
13. What is the training schedule of technical/ non technical personnel of OWD?
14. What are the changes that may occur pertaining to circles & divisions in the near future?
15. What are the problems faced at present due to manual process?
16. What are the items that should be automated on priority?
17. What type of IT intervention that can improve overall performance as per you?
18. What is the IT modules followed or in the process of formulation by other departments of Govt. that can be incorporated in OWD to avoid duplication & avoidance of inconsistency to be recognized at a later date?
19. What is the position of total e-Governance?
20. What are you doing that you don't want to do?

Q2: Chief Engineer

1. What is the present IT-Hardware infrastructure of the department & number of data entry operators?
2. Who are the other consultants engaged by the department for enablement of IT with their scope of work?
3. What is the IT proficiency level of employees of OWD? Please provide the information in the format below.
 - a. Name of the employee with Designation.
 - b. Mention any certification course done.
 - c. They may be categorized as :
 - Know something about computer
 - Know computer fundamentals

- Know operating MS Office
 - Very proficient with programming skills
4. Whether a directory of offices & its employees existing?
 5. What information & details are held & available now in electronic mode?
 6. Whether e-dispatch & e-receipt is adopted?
 7. Have the personal files of employees held in e format/
 8. Whether salary calculations, arrear evaluation & disbursement done in electronic mode?
 9. Whether budgeting & fund allocation & submission of accounts to AG/DAG for all works handled electronically?
 10. Whether inter departmental communications are in electronic mode?
 11. Whether inspection of circle offices is done as per annual program?
 12. Any suggestion for linkages internally in head office & other offices?
 13. What are the changes that may occur pertaining to circles & divisions in the near future?
 14. What are the problems faced at present due to manual process?
 15. What are the items that should be automated on priority?
 16. What type of IT intervention that can improve overall performance as per you?
 17. What are you doing that you don't want to do?

Q3. S E (In charge of a field Circle)

1. Whether the fixed data & details regarding assets under all the divisions under control available in his office?
2. Whether the inspection of all the Division offices done every year & observations duly reported to all concerned & compliance monitored? If not why?
3. What procedure is adopted to check & monitor compliance to Inspection notes issued on matters of routine inspection of works under execution?
4. What norm is followed for reviewing & monitoring of physical & financial progress of works?
5. What process is followed for tracking inspection & their compliance received from EIC/CE/Works Dept?
6. What process is followed to monitor timely disposal of matters contractual & technical preferred by the divisions required as per rules & procedures?
7. What system is followed to check time taken in his office in human resources management with respect to leave, increments, promotion, travelling allowances, medical reimbursements etc including Service book updating?
8. What are the problems faced at present due to manual process?
9. What are the items that should be automated on priority?
10. What type of IT intervention that can improve overall performance as per you?
11. What are you doing that you don't want to do?

Q4. EE (In charge of field division)

1. How the departments gather data to identify the location where a new construction is required for a Bridge?
2. What is the process of planning & estimation for a new project?
3. What is the process followed for testing the foundation soil at site & other materials?
4. What tests are conducted for road construction to decide upon the necessary crust to be incorporated?

5. Whether the road crust details of all the roads as exists today are recorded & available?
6. What are the criteria in deciding the items of proposed work for special repairs of a road section?
7. Whether the annual maintenance repairs or special repairs of Roads or Buildings are prepared preceding the budget?
8. Is the surface condition survey of all roads documented every year after rains?
9. Whether the quarry chart & analysis of various items for all the roads of the division documented on certification?
10. Whether the departmental repairing works are being taken up or all works are being done through vendors?
11. Has the stores of usable & not usable materials verified physically & documented?
12. What procedure is followed to dispose off stores usable & not usable?
13. What is the process of monitoring the physical & financial progress of various works & generation of reports?
14. What is the process of monitoring & controlling quality & is it related to payments to vendors?
15. What ground survey & reporting done on site selection of a building project, prior to preparation of estimates?
16. Whether the rate analysis of items for different locations in the division where building can come up are documented on certification?
17. What is the financial management & accounting process followed?
18. What process followed for vendor selection/
19. What is the process of maintain service records of employees & their salary processing?
20. What process followed now for getting necessary approval from higher authorities on HR management, financial clearances & technical approvals?
21. What process adopted for avoiding recurrence of objections raised by annual audit of Accountant General?
22. What procedure adopted in strictly controlling the correspondence with vendors to avoid future litigations while managing contracts?
23. What process adopted in monitoring & addressing to the grievances from Employees, Vendors & public?
24. What automation that can improve in attending to emergency conditions in case of natural calamities?
25. Do you feel the necessity of a legal advisor at divisional level or circle level?
26. What are the problems faced at present due to manual process?
27. What are the items that should be automated on priority?
28. What type of IT intervention that can improve overall performance as per you?
29. What are you doing that you don't want to do?

Q5. Divisional Accountant

1. What are the mandatory accounts that you prepare for the division & submit during the financial year?
2. Whether contract wise payments recorded with respect item rate contracts separately to be monitored?
3. What procedure followed to monitor timely reporting of deviation of items with respect to quantity & quality while clearing bills of vendors?

4. What control is exercised for proper contract management for avoiding legal complications, claims, and arbitration & future litigations?
5. How the existing cases at arbitration tribunal & various courts are monitored & course of further action taken timely?
6. Whether payment is recommended to EE only after confirmation to all existing rules, instructions so that a future audit objection is avoided?
7. Are you aware of software that is being used by AG/ DAG/Finance Dept with respect to budgeting accounting, reporting & furnishing accounts?
8. Are there any reporting still continued traditionally even when you feel it has become defunct as per present situation, because of only as it is mandatory?
9. Can you suggest any procedure for adoption for quick disposal without sacrificing the purpose for which they were intended?
10. Which, where & how certain formats in hard copies can be avoided/ changed as they may be unnecessary or repetitive or purposeless?
11. How far at present you have adopted computerization & adoption now?
12. What are the problems faced at present due to manual process?
13. What are the items that should be automated on priority?
14. What type of IT intervention that can improve overall performance as per you?
15. What are you doing that you don't want to do?

4. The Orissa Gazette
(Department of Information Technology)

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GOVERNMENT OF ORISSA

DEPARTMENT OF INFORMATION TECHNOLOGY

RESOLUTION

The 30th December 2009

In partial modification to the Government Resolution No. 2185-IT., dated the 3rd June 2008 issued by the Department of Information Technology, Government have been pleased to decide the following in respect of procurement of Computer Hardware, Software and Peripherals by the Government Departments, Heads of Departments, other Government Subordinate Offices and Public Sector Undertakings.

In view of the implementation of National e-Governance Plan, each and every Department of Government will implement e-Governance programme. Hence, any Computer system that has to be procured and installed in any Department has to be as per NeGP standards for ensuring inter-operability. Since, OCAC is the Nodal Agency for NeGP in Orissa and also the Nodal Agency for IT, its expertise should be utilized for finalization of specifications for purchase of Computers in all Departments of Government.

(1) For purchase of any Computer Hardware by any Department, the following procedures to be followed. OCAC should do the following :—

- System Requirement Study (SRS)
- Finalization of specification and configuration
- Verification of hardware before installation
- Finalizing maintenance agreement between the supplier and the client
- Exploring buy back options, if any, offered by the vendors

5% of total Project Cost to be paid to OCAC towards the above work.

(2) Purchase of Computer has to be done by the Department concerned as per the specifications finalized by OCAC directly under DGS & D Contract. If the specifications are not available under DGS & D, then the concerned Department may either source it through OCAC or procure it at their level following open competitive procedure prescribed by OGFR. In this case one expert from OCAC may be associated in the Departmental Purchase Committee for facilitation and for providing requisite technical support.

(3) The following guidelines for acquisition of IT resources by OCAC is to be followed.

(A) Hardware :

- (i) On receipt of the request from the user department for procurement, the technical team from OCAC would study the proposed usages in consultation with user department and finalize the specification and number of items to be purchased. Unless specifically required by the user department or user agency, priority will be given to the specification of hardware and peripherals whose specifications are given in the DGS & D rate contract. In exceptional cases, when the user department / agency require any application specific hardware, the specification will be defined by the technical team of OCAC accordingly and in this case the technical team will include one Domain Expert from the user department/agency.
- (ii) All the Computer hardware and peripherals like PCs, Servers, Laptops, UPS, Printers etc., will be purchased from the Original Equipment Manufacturers (OEMs) included in the DGS & D rate contract as per the rates prescribed by DGS & D or directly through DGS & D, New Delhi, if the technical specifications of the indented item confirms to the specification prescribed by DGS & D contract. A joint team comprising technical officers of OCAC and the user Department under the Chairmanship of senior officer of the user department would decide the brand of the hardware. In case of purchase of hardware in huge quantity OCAC may co-opt. member/members from NIC/STPI/IIIT-Bhubaneswar to the technical team for taking appropriate decision. On the basis of the recommendation of the technical team the purchase committee of OCAC and representatives of user department would finally recommend for the procurement.
- (iii) In case of hardware items not included in the DGS & D contract or hardware whose technical specification do not confirm to DGS & D contract items and during period when DGS & D contract is not in force and there is an urgent necessity of purchase of hardware items, procurement will be made through an open competitive bidding procedure as prescribed by the OGFR. Efforts shall be made to adopt the e-Procurement procedure. For important projects the bid process shall be bifurcated into two parts, General & Technical & Financial. A committee of OCAC and the user department would recommend for purchase of hardware and peripherals.

(B) Software :**(i) Systems Software :**

For procurement of Systems Software like Operating System, when it is not a part of the hardware price of the DGS & D rate contract, open competitive bidding procedure will be adopted from among OEMs certified agencies/firms/channel partners after clearly deciding parameters such as No. of users, type of processors, license agreement, warranty support etc.

(ii) Application Software :

In case of procurement of application software, a preliminary system study will be conducted by the technical team from OCAC. In such cases the cost estimate of software would be decided by the technical committee of OCAC considering the effort estimation in man month. The man month rate would be decided by the committee taking into consideration the complexity of the development work. For price below Rs.20.00 lakh technical committee of OCAC shall finalize the cost estimate. For the software above Rs.20.00 lakh a committee comprising technical experts of OCAC with external experts from NIC/STPI/IIIT-Bhubaneswar would finalize the cost of the software. In such cases, vendors will be selected through an open & transparent bidding process

as per OGFR by inviting Expression Of Interest (EOI) or Request For Proposal (RFP) or tender as per the requirement. Besides in some cases where application software developed by OCAC through some agency/partner has been acclaimed nationally, the same may be rolled out / replicated with the existing technical partner or agency. In such cases the cost estimate will be finalized by technical/purchase committee of OCAC associating technical experts from NIC/STPI/IIIT-Bhubaneswar.

(iii) Proprietary Software :

When software to be procured is of proprietary nature like products of ORACLE, Microsoft, IBM etc., the procurement will be made directly through OEMs as per their corporate practice. The technical and purchase committee of OCAC associating special invitees from the user Department, NIC/STPI/IIIT, Bhubaneswar shall negotiate with the original manufacturer/service provider or their authorized partner to finalise the price of such proprietary software when the cost exceeds Rs.20.00 lakh. For price below this amount, the technical team/purchase committee of OCAC will negotiate and finalize the price.

(C) Turn Key Projects :

In case of turn key projects implemented by OCAC, the established procedure of OCAC along with the above procedure will be followed for procurement of any or all components.

- (4) OCAC will issue guidelines from time to time preferably in every six months in the official website of OCAC prescribing the specification/configuration of various hardwares like Desktop/Laptops/Peripherals of different brands/models which can serve the official works of different Departments and field level offices as well as for the softwares packages of different brands for better performance along with the addresses/phone numbers of genuine dealers along with approximate cost of different products available in Orissa for reference by different Departments.
- (5) The standard format developed by OCAC for AMC of hardwares and peripherals with the list of empanelled agency, schedule of AMC charges and terms and conditions of AMC shall be circulated by OCAC to different Departments through official website of OCAC from time to time for reference by Government Department and agencies.

ORDER—Ordered that this Resolution will be published in the next issue of the Extra Ordinary Orissa Gazettee.

By order of the Governor

P. K. MOHAPATRA

Commissioner-cum- Secretary to Government

5. Applications/Software in OWD

5.1e- Procurement:

Govt. of Odisha has decided to implement the e-Procurement system in place of the traditional procurement system in the State on priority. Accordingly a team of 21 senior officials from Govt. of Odisha attended 3 days training programme on e-Procurement at NISG, Hyderabad. A workshop was conducted on 4th January, 2006 under the Chairmanship of Hon'ble Chief Minister, Odisha to implement e-Procurement in the State. Minister, IT Minister, Works, Chief Secretary, Odisha and CEO, NISG & DG, NIC, New Delhi along with host of senior officials from different department attended the workshop.

On 08.05.2006 in a meeting conducted under the Chairmanship of Chief Secretary, Odisha it was decided to implement e-Procurement system developed by NIC, New Delhi that is compliant with the guidelines issued by the CVC as well as CAG and has stringent security features making it fully tamper proof. NIC gave a detailed presentation on how it proposes to implement the system. Govt. of Odisha will sign a MoU with NIC, New Delhi. NIC in turn shall have a back-to-back agreement with Price Waterhouse Coopers Pvt. Ltd. (PWC) for conducting the process study and with C1 India for implementation as well as the post-implementation support. Initially four engineering departments namely Works, RD, Water Resources and H&UD will be taken for implementation of e-Procurement. In the pilot phase NIC shall develop works package for Works Department, which is taken up in the first phase of implementation. Later on it can be rolled out to other Engineering Departments.

The pilot phase of implementation is likely to take approximately 5 ½ months from initiation of the project. All projects above Rs.1.00 crore of the 4 Engineering departments shall be executed through the e-Procurement system in the first year. A team of officials from PWC & C1 India placed at OCAC, are conducting the AS-IS & TO-BE study.

A dedicated e-Procurement mission team has been notified with members from all the Engineering Department & OCAC, to carry forward the implementation.

The Secretary Level Committee meets regularly under the Chairmanship of Principal Secretary to Govt., Water Resources Department to review the progress of the implementation.

NIC has been asked to submit the draft MoU & cost estimate to Govt. of Odisha to finalize the agreement, which is yet to be furnished.

5.2e - Despatch:

E-Dispatch aims to correct this problem by presenting a single gateway to all Government information and services. It is incredibly robust and is required by various small and large Government sites. E-Dispatch can help streamline content updates, store copies of the information within itself. It is accessible via password protected secure administration area - where each user is allotted username & password.

Without re-engineering the process of issuing letters, but cutting short the contemporary processes, e-Dispatch presents a comprehensive solution to all different departments in the government sector. This solution will help not only in speeding the process but also avoid delay in monitoring of the letters.

5.3 OSWAS (Orissa Secretariat Workflow Automation System)

The OSWAS seeks to achieve a set of objectives like increasing efficiency & effectiveness of the processes, employee productivity, efficient management of data, information & knowledge within the Orissa Secretariat, better communication & co-ordination and advancement towards knowledge-led governance. OSWAS shall be based on following three categories of applications:

- Core applications
- Common applications &
- Department specific applications

The **Core Functions** addresses the core aspects of the system. Core functionality shall be the backbone of Orissa Secretariat Workflow Automation System on which the common and departmental functionalities are built. It covers functionalities like Correspondence / File Creation, File Approval / Rejection, Draft creation, etc.

The **Common functionality** shall address the automation of typical common processes that shall be performed by all the Government employees irrespective of their departments. Broadly, Common applications can be viewed as employee specific and government office specific applications.

Departmental **Specific Applications** comprises of functions that are specific to any department and deal with the day-to-day functioning of the same.

5.4 WAMIS (Works and Accounts Management Information System):

The Works and Accounts Management Information System are developed by Centre for Development of Advanced Computing (CDAC) for the Rural Development Department (RD), Government of Orissa.

The system is developed with the aim of computerizing all the activities related to RD Department across the Orissa State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by RD Accounts Section at the Divisional Offices. The system is interlinked with the other modules like Establishment, Works Management and Budget for extracting and producing the data.

The system has 'Graphical User Interface' which facilitates easy operations. The system authenticates the user and after successful authentication an interface is shown with navigation options on left hand side. The interface has links for navigation through records and screens, buttons to save/update/delete the records, shortcut keys for buttons, help-text for icons, context sensitive help for all the screens. Appropriate messages for errors, successful operations and failed operations are displayed. Guidelines are given at appropriate stages. Selection lists

are provided wherever appropriate to reduce typographical errors. And it is consistent with the standard user interface.

It is divided into three broad modules which are as follows:

Accounts Management System: It facilitates RD, Orissa divisional offices to enter the different transactions and generate the cashbook and relevant schedules along with the Monthly Account.

Budget Management System: It facilitates RD, Orissa Chief Engineers (Both RW and RWS&S) and divisional offices to enter the different transactions and generate Budget book, Allotment letters, LC and other reports.

Works & Billing System: It facilitates RDD, Divisional Offices to enter and monitor the different Works from initiation to execution of the work. Also progress of ongoing works and completed works executed by that office are maintained.

5.5 IOTMS (Integrated Odisha Treasury Management System):

IOTMS is a comprehensive treasury management software comprising of various sub-systems and corresponding modules to cater to the requirements of Treasury/Sub-treasury operations. Consolidation of Accounts at Directorate of Treasuries and Allotment distribution from various departments including Finance Department and office of the controlling Officers. The product is designed on web-based in tier architecture using latest state-of-the-art technologies and tools and is extremely easy-to-use and intuitive GUI.

Application Description:

Different services provided by IOTMS portal and treasury subsystem (which is available in intranet for all treasuries and sub treasuries except for the cyber treasury). Directorate of Treasuries & Inspection offers public information in a unified way through the web portal featuring:

E-payment (Online payment system), Cyber Treasury, Bill Status, Challan, Pension Payment, Public Grievance, Guest Book and Bank, Online Budget Distribution and Expenditure Monitoring, Online works expenditure, Real time expenditure monitoring against, citizen services, online bill submission (e-billing), Integration with external, Account generation and online submission through AG.

Application Purpose:

OTMS evolved from OTMS which used treasury wise decentralized database. IOTMS used a centralized database, 3 tier architecture to deliver services to end users. In addition, several new services were introduced:

E-Distribution of Budget, Re-engineered Receipt process, Uploading of Scroll and Accounting of the e-Receipt, Revised Pension Payment Process.

Technology Used:

Architecture of IOTMS: It's made on a centralized architecture for the existing OTMS (Orissa Treasury Management System) solution where all the treasuries and sub-treasuries are connected with the central server. This ensures availability of all data related to treasury application in a single location. IOTMS system has been developed using web technology to build a web enabled robust and easily accessible application and reap the benefit latest features available in today's Software industry. It has a good number of additional features and advantages over the existing OTMS application being used in Orissa. IOTM project has been developed on combination of proven popular system software and open source software/tools.

Benefits:

The distribution of allotment through the IOTMS has several merits and a few of the notable ones are:

- Electronic distribution of budget provisions and allotment without manual intervention.
- Time taken for the allotment to reach to the different stakeholders of the system viz CO, DDO and the treasury is insignificant.
- Possibility of excess expenditure is eliminated.
- Saves a lot of time and cost at the level of Administrative Department and Budget Cost as against the manual process of distribution of allotments.
- The internal study of PMU, DTI (O) has found that the introduction of the online distribution of allotment is expected to make the allotment distribution faster by at least 5 times.

Enablers/Critical Success Factors:

- Effective Re-engineering of Processes.
- Technology
- Strategy adopted for Disaster Recovery & Service Continuity –
- Technological solution adopted to NeGP standards
- Security and confidentiality standards

Constraints / Challenges:

- Project management & monitoring.
- Training of internal & external members on the use of the system
- Change management strategy.
- Leadership support
- Financial Model (Funding pattern, Business Model PPP etc).

5.6 HRMS (Human Resource Management System):

The Human Resources Management System (HRMS), a Government to employee (G2E) portal owned and developed in-house by the State Government of Odisha, is

aimed at modernizing the human resources management system by streamlining its complex and dispersed human resources. It also aimed to facilitate creation of an optimal personal regime which simultaneously, satisfies the employees and furnishes the necessary means for the fulfillment of broader organizational goals.

Application Description:

Human Resources Management System (HRMS) envisages automating transactions relating to personnel matters. In HRMS, an employee may apply leave, loan or put forward his/ her report, request or grievance through internet. In return s/he can receive the sanction or reply on-line through internet from authorities.

An authority may issue notification or orders of transfer, promotion or deputation of the employees on-line. HRMS software automatically prepares all related accounts and registers like service book, leave account, loan account, salary account, incumbency chart etc, and retrieve relevant data from transactions.

Moreover it will also help retiring employees to prepare their own pension papers on click of buttons and help authorities to process pension papers easily and quickly. HRMS follows employee life cycle approach starting from appointment until superannuation. The total numbers of 78 HR functional modules have been identified.

Application Purpose:

Following Services would be provided by HRMS:

1. Centralized Management of the Service Books
2. Leave accounting, approval process.
3. Transfer and Posting
4. Standardized Payroll System across the state,
5. Workflow based system for approvals and decision making,
6. Performance Appraisal,
7. Pension Processing.

Impact: Costs & Benefits:

- All human resource management activities will be transacted electronically through internet.
- Timely disposal of HR issues will incentivize the employees to perform more efficiently.
- It would accurately project and monitor revenue expenditure.
- The decision makers can have a scope for effective planning and utilization of work force by identifying their skills.
- Time and energy of Government employees, both at managerial and micro level will be saved due to automated HR transactions. Government employees can devote more time for public service delivery.

Evaluation:

The State Government has successfully leveraged the use of information technology as an enabling tool to provide efficient and effective governance that is responsive to the needs of its employees.

Constraints/Challenges:

- Digitization of Service Books of over 3.5 lakh employees,
- Constant changing of service books even as it is being digitized,
- Roll out in every nook and corner of the State.

6. Officials Met During As-Is Study

Sl.	Offices Visited	Officials Met	Date
1	C.E. (DPI & Roads)	B.K. Sahu (A.C.E. - Roads)	07 th May' 12
2		Trilochan Barik (A.E. - Planning)	
3		B.K. Behera (C.E. - DPI & Roads)	
4		P.K. Mohapatra (S.E. - P&D)	09 th May' 12
5		A.K. Tripathy (E.E. Bridge - Design-I)	
6		G.K. Prasad (A.C.E. - Planning)	
7	C.E. (Building)	D.K. Tripathy (A.C.E. - Building)	08 th May' 12
8		Bindheswar patra (E.E.- Design-II)	15 th May' 12
9		S.R. Sathy (C.E. - Buildings)	
10	C.M. (e-Procurement)	Jaypal Nayak (C.M. - e-Procurement)	10 th May' 12
11		Trinath Behera (A.E. - e-Procurement)	
12		Subrat Hota (A.E. - PMU- WBP)	
13	C.E. (World Bank Projects)	R.R. Bohidar (In charge of SE - PMU)	10 th May' 12
14		Dr. N.C. Pal (E.E. - PMU- WBP)	
15		N. K. Pradhan (C.E. - WBP)	
16		P.K. Nanda (Land Acquisition Officer)	14 th May' 12
17		B.C. Tripathy (E.E.- RR &US)	
18		A.K. Satpathy (Divisional Forest Officer)	
19	F.M. Panigrahy (A.C.E. - WBP)	09 th May '12	
20	C.E. (R.D.Q.P)	Rasananda Sahoo (C.E. - R.D.Q.P)	11 th May' 12
21	Chief Architecht	B.R. Nayak (Dyp. Chief Architecht)	
22		R. Das (Asst. Architecht)	
23	Non-Technical	M.B. Acharya (Financial Advisor)	14 th May' 12
24		M. Mohapatra (Accounts Officer)	
25		Subash Chandra Jena (Cashier)	
26		Retnakar Sahoo (S.O.- Diary)	15 th May' 12
27	Uttam Jena (S.O - Confidential)		
28	Non-Technical	Chaturbhuj Jena (S.O - Communication-I)	15 th May' 12

Sl.	Offices Visited	Officials Met	Date
29		Arun Ku. Behera (Sin. Asst. – Communication-I)	
30		Thakur Ch. Sing (S.O. – Building-I)	
31		Pitamber Bhoi (S.O. – Planning)	
32		Fakir Ch. Sethy (Office Superintendent-Dispatch)	
33		Rabindra Nath Routray (S.O. – Budget-I)	
34		C.R. Mandhata (E.E. – Design-IV)	
35	C.E. (National Highway)	Arun Ku. Mishra (S.E. – D&P)	17 th May' 12
36		R.K. Acharya (E.E. – Roads & Bridges Design)	
37		Ram Prasad Panda (RO – S.E.-MORTH)	
38		Saroj Satpathy (Account Officer)	
39		Bharat Chandra Prahan (C.E.-NH)	
40	Odisha Bridge & Construction Corporation	P.K. Nayak (G.M. - OBCC)	18 th May' 12
41		C.R. Behera (S.P.M.- OBCC)	
42		P.K. Mishra (Sin. Asst. – Establishment)	
43		B.K. Sahu (Junior Account Asst.)	
44		Gyana Mohanty (Junior Account Asst.)	
45		S.K. Pattanayak (Project Asst.)	
46	Secretariat	S.K. Roy (EIC-cum-Secretary)	21 st May' 12
47		Bratati Harichandan (Joint Secretary Works)	
48		Manoj Mohanty (Dyp. Secretary Works)	
49		Manasi Dash (Asst. Financial Advisor)	
50	General Electrical Circle)	S.N. Mohapatra (S.E.)	22 nd May' 12
51		S.K. Mohanty (P.A.-to-S.E.)	
52		Umesh Chandra Tripathy (Head Asst.)	
53	General Public Health Circle	P.K. Mohapatra (P.A-to-S.E.)	22 nd May' 12
54		T.B. Samaddar (Head Asst.)	
55		R.C.Das (Sr. Steno)	
56	Mechanical Circle	Chandra Sekhar Panda (A.E.-Estimator)	
57		Bijay Ku. Pradhan (Head Asst.)	
58	Roads & Buildings Circle - Sambalpur	Bhata Bhoi (S.E.)	30 th May' 12
59		A.K. Nayak (P.A.-to-S.E.)	
60	National Highway	O.P. Patel (S.E.)	31 st May' 12
61		B.K. Mishra (P.A.-to-S.E.)	30 th May' 12

Sl.	Offices Visited	Officials Met	Date
	Circle - Sambalpur		
62	General	A.K. Rao (A.E.-Head Estimator)	
63	Public Health	S.K. Topno (A.E. – S.D.O)	
64	Division - Sambalpur	Loka Nath Tripathy (Head Asst.)	
65	Mechanical	Simadri Nayak (E.E.)	01 st June' 12
66	Division - Sambalpur	Paritosh Bose (Cashier In charge of DAO)	
67		B.K. Pradhan (A.E.-Head Estimator)	
68		T.K. Acharya (S.D.O.)	
69		Tapan Ku. Das (Junior Clerk)	
70		Premananda Dehura (J.E.)	
71	Roads &	S.N. Acharya (E.E.)	02 nd – 04 th
72	Buildings	Triloki Nath (D.A.O)	June' 12
73	Division - Bargarh	R.K. Sahu (Cashier)	
74		P.K. Mohapatra (J.E. – Estimator)	
75		A.K. Panda (A.E. – S.D.O.)	
76		Ananta Ch. Sahu (A.E. – S.D.O.)	
77		P.K. Sahoo (J.E.)	
78	General Electrical Division - Bhubaneswar	Satyajit Nayak (E.E.)	24 th May' 12
79		Narahari Mishra (D.A.O.)	
80		S.K. Mohanty (S.D.O.)	
81		L.D. Prusty (J.E.)	
82	National Highway Division - Bhubaneswar	Gyana Ranjan Mohanty (D.A.O.)	25 th May' 12
83		Prasana Ku. Pal (Cashier)	
84		Biraja Prasad Mohanty (J.E. – Estimator)	
85		Hare Krishna Panda (A.E. – S.D.O.)	
86	OBCC Division - Bhubaneswar	Bibhas Ch. Rout (S.P.M.)	12 th June' 12
87	Laboratory - Bhubaneswar	Sudhi Ranjan Mishra (A.E. – R.O.)	08 th June' 12

Table 92: Officials met During Assessment Phase

7. Hardware Details of OWD

7.1 Hardware Details at EIC-Civil Office

Roads Wing																	
Location		BBSR (Ground Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	Compa q	Asst to CE Roads	C2D	250 GB	2 GB	Compa q		BS NL	Ye s	Wi n 7	Acro bat	APC 600	OU	2007	e Scan		Can LBP 5050
2	IBM	Asst to Steno	P 3	40 GB	128 MB	IBM			Ye s	XP			OU	2003			HP 3608
3	ACER	ACER Comp	P4	80 GB	1GB	ACER	Yes		Ye s	XP-2	Acro bat	CVT	OU	2003	e Scan		Can 3018
4	DELL	ACER Comp	C2D	350 GB	2GB	DELL	Yes	Ye s	Ye s	XP-2	Acro bat	CVT	OU	2003	e Scan		
5	ACER	ACER Comp	PIV	80 GB	512 MB	ACER			Ye s	XP-2	Acro bat		OU	2003	e Scan		
6	HP	S.S DAS	C2D	160 GB	1GB	HP			Ye s	VIS TA	Acro bat		OU	2003	e Scan		
7	ACER	A.K Behera (Sr Asst.)	PIV	80 GB	1GB	ACER	Yes	Ye s	Ye s	XP-2	Acro bat	APC 600	OU	2007	Mac afee		Can 3108B
Drawings Supertendal Roads																	
Location		BBSR (Ground Floor)															

Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	DELL	P.K Nayak	C2D	350 GB	2GB	DELL	Yes	Yes	Yes	XP	Acro bat	APC	OU	2003	Mac afee		Can on 3108B
SE (Planning And Design)																	
Location		BBSR (Ground Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	Compa q	SE (P&D)	C2D	250 GB	3GB	Compa q	Yes	Yes	Yes	Wi n 7	Acro bat	APC	OU	2007	e Scan		HPLP1007
Planning																	
Location		BBSR (Ground Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	PA to (CEW)	P4	80 GB	1GB	ACER	Yes	Yes	Yes	XP2	Acro bat	Yes	OU	2003	Nort on		HP1010
2	HP	CE (WB)	C2D	160 GB	2GB	HP	Yes		Yes	Wi n7	Acro bat	Yes	OU	2007	Mac afee		HP1010
3	HP Dx2280	ACE(DPI)	P-D	160 GB	1GB	HP	Yes	Yes	Yes	vista	Acro bat	Yes	OU	2007	QH		DellSat2050
4	HP	Steno	C2D	350 GB	2GB	HP	Yes		Yes	Wi n7	Acro bat	Yes	OU	2007	QH		
5	ACER	AC(DPI)	P4	80 GB	512 MB	ACER	Yes	Yes	Yes	XP2	Acro bat	Yes	OU	2003	QH		

6	HP	Luminous	C2D	160 GB	1GB	HP	Yes		Yes	Win7	Acrobat	Yes	Learning	NA	Na		
7	ACER	JE Planning	P4	80 GB	512 MB	ACER			Yes	XP2		Yes	OU	2003	QH		HP P 1505
Budget																	
Location		BBSR (Ground Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	HP DX 2280	Budget II	PD	160 GB	1GB	HP	Yes	Yes	Yes	XP	Acrobat	Yes	OU	2007	QH		HP 1505
Building Design II																	
Location		BBSR (1st Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	HP DX 7380	Design II	C2D	160	1	HP	Yes		Yes	Vista		Yes	OU	2007			HP 1022
2	HP DX 7380	Assis. Engg	C2D	160	1	HP	Yes		Yes	Xp Sp3	Adobe	APC	OU	2007			
3	HP DX 7380		C2D	160	1	HP	Yes		Yes	Xp Sp3	Adobe	Yes	OU	2007			
4	HP DX 7380		C2D	160	1	HP	Yes		Yes	Vista	Adobe	Yes	OU	2007	Guardian		
5	HP DX 7380		C2D	160	1	HP	Yes		Yes	Xp Sp3	Adobe	Yes	OU	2007			HP 1505

6	ACER		P4HT	160	1	ACER	Yes		Yes	XP	Adobe	Yes	OU	2007				
7	ACER		P4HT	160	1	ACER	Yes		Yes	XP	Adobe	Yes	OU	2007				
8	HP DX 7380		C2D	160	1	HP	Yes		Yes	XP	Adobe	Yes	OU	2007			HP 1020	
9	Lenovo		Pentium	80	512	Lenovo	Yes		Yes	Xp Sp3	Adobe	Yes	OU	2007				
10	Plotter	HP Desinjet 500ps					Yes		Yes									
11	SHARP	ARM205					Yes		Yes									
Building ACEB																		
Location		BBSR (1st Floor)																
Sl.No	System Make	User	CPU	HD D	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Anti virus	Scanner	Printer	
1	HP	Exe. Engg Monitoring	C2D	500	3	HP	Yes		Yes	XP	Acrobat	Yes	OU	2007	QH			
2	HP	ACEB	C2D	80	1	HP	Yes		Yes	XP	Acrobat	Yes	OU	2007	QH			
3	HP	PA to CE (DPI)	C2D	80	1	HP	Yes		Yes	XP	Acrobat	Yes	OU	2007				
4	HP	Steno to AE	C2D	80	1	HP	Yes		Yes	XP	Acrobat	Yes	OU	2007			HP J 3508	
5	HP	EE Design IV	C2D	500	3	Compaq	Yes		Yes	Win 7	Acrobat	Yes	OU	2007			HP 1007	
6	HP	Confidential Section	C2D	320	2	HP	Yes		Yes	Win 7	Acrobat	Yes	OU	2007				

Design Cell (Roads)																	
Location		BBSR (2nd Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	HP	Anuja Mohanty (A.E Design 1)	C2D	160	512	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
2	HP	Tikina Routray (A.E Sesign 1)	C2D	160	1	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
3	HP	Lopamudra Mohanty AE D II	C2D	160	1	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
4	HP	Sarita PradhanAE D II	C2D	160	1	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
5	HP	Narmada Behera AE D II	C2D	160	1	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
6	HP	M. R Behera AE Civil	C2D	160	1	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
7	HP	AE D III	C2D	160	1	HP	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
8	ACER		P4HT	160	1	ACER	Yes		Ye s	Wi n7	Adob e	Yes	OU	2007	QH		
Departme nt Name		Establishment Office II															
Location		BBSR (2nd Floor)															

Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	R.N jena E.O II	P4HT	80	1	ACER			Ye s	XP	Adob e	Yes	OU	2007	E-Scan		
Ministerial Branch																	
Location		BBSR (2nd Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	Annonymous	P4HT	80	2	ACER	Yes		Ye s	XP	Adob e	Yes	OU	2007			
Budget II																	
Location		BBSR (2nd Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	Assemb led	Rabindranath Routray	C2D	500	2	Samsu ng	Yes BB		Ye s	XP	Adob e	Yes	OU	2007			HP 1007
Accounts OFF II																	
Location		BBSR (2nd Floor)															

Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	Assemb led	Acc.Off	C2D	500	2	Samsu ng Yes			Yes	XP	Adob e	Yes	OU	2007			HP1010
Private Secretary to EIC																	
Location		BBSR (2nd Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	Purna Ch. Mishra PS to EIC	P4	40	1	ACER	Yes		Yes	XP	Adob e	Yes	OU	2007			HP 1020
EIC																	
Location		BBSR (2nd Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	Sukdev Meher	C2D	120	512	ACER	Yes		Yes	XP	Adob e	Yes	OU	2007			
Issue And Dispatch																	
Location		BBSR (2nd Floor)															

SI.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	Minati Patnaik Sr. Typist	P4HT	80	1	ACER	Yes		Ye s	XP	Adob e	Yes	OU	2007	e-Scan		HP 1020
2	Assemb led		P4HT	80	1	ACER	Yes		Ye s	XP	Adob e	Yes	OU	2007	e-Scan		
3	ACER		P4HT	80	1	ACER	Yes		Ye s	XP	Adob e	Yes	OU	2007	e-Scan		
4	ACER		P4HT	80	1	ACER	Yes		Ye s	XP	Adob e	Yes	OU	2007	e-Scan		HP 1020
5	ACER		P4HT	80	1	ACER	Yes		Ye s	XP	Adob e	Yes	OU	2007	e-Scan		
PMU																	
Location		BBSR (2nd Floor)															
SI.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	HP	S.Hota	P4	80	1	HP	Yes	Ye s	Ye s	Xp	Adob e	Yes	OU	2007	NOD		Work Center 7242MFP
2	HP	Sukanta Behera	P4	80	1	HP	Yes	Ye s	Ye s	Xp	Adob e	Yes	OU	2007	NOD		Canon IR 300
3	HP	K. Patra	P4	40	512	HP	Yes	Ye s	Ye s	Xp	Adob e	Yes	OU	2007	NOD		Deskjet
4	HP	Dr. N.C. Pal	P4	80	1	HP	Yes	Ye s	Ye s	Xp	Adob e	Yes	OU	2007	NOD		HP 3030
5	Compa q	DEO	P4	40	1	Compa q	Yes	Ye s	Ye s	Xp	Adob e	Yes	OU	2007	NOD		HP 3030

6	Compaq	DEO	P4	80	1	Compaq	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
7	Compaq	Manbhanjan Acharya	Dual Core	500	2	HP	Yes		Yes	Win 7	Adobe	Yes	OU	2007	Norton		
8	HP	LA	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
9	HP	RM Sethi	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		Sharp M 205
10	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		Sharp HR 205
11	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
12	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
13	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
14	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
15	HP	B.C Tripathy (E.E PMU)	P4	160	2	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
16	HP	S.S Swain (A.E PMU)	P4	1 TB	2	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
17	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
18	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		HP 1022
19	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
20	HP	A.K. Satapathy (D.F.O)	P4	160	2	HP	Yes	Yes	Yes	Xp	Adobe	yes	OU	2007	QH		HP 1010

21	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
22	HP	Office	P4	80	1	HP	Yes	Yes	Yes	Xp	Adobe	Yes	OU	2007	QH		
Gageted Establishment																	
Location		BBSR (2nd Floor)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	Rabi Jena Sr Asst	P4HT	80	1	ACER			Yes	XP	Adobe	Yes	OU	2007			HP 1020
2	Compa q	Head Clerk	Penti um	80	1	HP			Yes	XP	Adobe	Yes	OU	2007			HP 1106
Cash Branch																	
Location		BBSR 2nd Floor															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	ACER	Sujata Padhi Sr. Typist	C2D	160	512	ACER	Yes	Yes	Yes	XP	Adobe	Yes	OU	2007	Yes	Canon	Canon
Superitending Engineer																	
Location		OWD BBSR 2nd Floor Right															

Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	Lenovo	Estimated	P4	320	2	Lenovo	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	QH		Konika SIZ HUB 210
2	HP 3090M T	Bijaya Ku Nayak	C2D	320	2	HP	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	QH		
3	Lenovo	Steno To AC	P4	160	1	Lenovo	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	QH		HP1015
4	HP 3090M T		C2D	320	2	HP	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	QH		P1007
5	HP 3090M T		C2D	320	2	HP	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	QH		P1001
6	Lenovo		P4	320	2	Lenovo	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	QH		
SEGED																	
Location		BBSR (2nd Floor Left)															
Sl.No	System Make	User	CPU	HD D	Me mor y	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Sca nne r	Printer
1	HPdx22 80MB	Computer Cell	P4	160	256 MB	HP	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	Mac afee		HP3390
2	HPd260 MT	Computer Cell	P4	80	2	HP	Yes	Ye s	Ye s	XP	Adob e	Yes	OU	2007	Mac afee		HP1015
SEGPH																	

Location		BBSR (2nd Floor Left)															
Sl.No	System Make	User	CPU	HD D	Me mory	Monit or	LA N	W A N	A M C	OS	Soft ware	UPS	Purp ose	MS Offic e	Anti virus	Scanne r	Printer
1	IBM 8124	Comouter Cell	P4	80	512	IBM	Yes	Yes	Yes	XP	Adobe	Yes	OU	2007	K.SK Y		HP1015
2	HCL	DDO	P5	500	2	HCL	Yes	Yes	Yes	Win7	Adobe	Yes	OU	2007	K.SK Y		

7.2 Hardware Details at CE-NH

Location		BBSR NH 1st Floor															
Sl.No	System Make	User	CPU	HD D	Mem ory	Monit or	LA N	WA N	A M C	OS	Softw are	U PS	Purp ose	MS Office	Antivi rus	Scanner	Printer
1	HP	OFFICE	C2D	220	1	HP	Yes			Vis ta	Adobe	Yes	OU	2003	QH		HP 1020
2	ACER	OFFICE	C2D	500	1	DELL	Yes			Xp	Adobe	Yes	OU	2003	QH		HP 1020
3	HP	OFFICE	C2D	250	2	HP	Yes			Vis ta	Adobe	Yes	OU	2003	QH		HP 1020
4	HP	OFFICE	P4	80	256	HP	Yes			Xp	Adobe	Yes	OU	2003	QH		
5	COMPAQ	OFFICE	C2D	150	512	Comp aq	Yes			Xp	Adobe	Yes	OU	2003	QH		
6	IBM	OFFICE	C2D	80	1	IBM	Yes			Xp	Adobe	Yes	OU	2003	QH		HP 1020
7	COMPAQ	OFFICE	C2D	250	2	Comp aq	Yes			Xp	Adobe	Yes	OU	2003	QH		RECOH MP 2000

8	HP	OFFICE	Core i3	500	2	HP	Yes			Win7	Adobe	Yes	OU	2003	QH		
9	ACER	OFFICE	P4	150	512	Acer	Yes			Xp	Adobe	Yes	OU	2003	QH		SHARP ARM 205
10	IBM	OFFICE	P4	80	512	IBM	Yes			Xp	Adobe	Yes	OU	2003	QH		
11	COMPAQ	OFFICE	C2D	150	1	Compaq	Yes			Xp	Adobe	Yes	OU	2003	QH		
12	HP	C.E Bharat Ch Pradhan	C2D	320	2	HP	Yes			Win7	Adobe	Yes	OU	2007	QH		HP 2605
13	HP	Niroj Ku Dash	C2D	150	1	HP	Yes			Xp	Adobe	Yes	OU	2007	QH		HP 3380
14	ACER	Design Cell	C2D	500	2	Intex	Yes			Win7	Adobe	Yes	OU	2007	QH		
15	HP	Design Cell	C2D	500	2	HP	Yes			Win7	Adobe	Yes	OU	2007	QH		
16	ACER	Design Cell	Core i3	500	2	Acer	Yes			Win7	Adobe	Yes	OU	2007	QH		
17	HP	Design Cell	C2D	500	2	HP	Yes			Win7	Adobe	Yes	OU	2007	QH		
1	ACER	OFFICE	C2D	150	3	ACER	YES			Win7	Adobe	Yes	OU	2003	QH		Konica Biz 211
2	ACER	OFFICE	P4	150	1	ACER	YES			Xp	Adobe	Yes	OU	2003	QH		
3	ACER	OFFICE	P4	250	512	ACER	YES			Xp	Adobe	Yes	OU	2003	QH		
4	ACER	OFFICE	P4	220	512	ACER	YES			Xp	Adobe	Yes	OU	2003	QH		
5	ACER	OFFICE	P4	40	512	ACER	YES			Xp	Adobe	Yes	OU	2003	QH		

6	COMPAQ	OFFICE	C2D	150	512	COMP AQ	YES			Xp	Adobe	Yes	OU	2003	QH		
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7.3 Hardware Details at CE-RDQP

CERD & QP																	
Location	BBSR Ground Floor																
Sl.No	System Make	User	CP U	HD D	Mem ory	Monit or	LA N	WA N	AM C	OS	Softw are	UP S	Purpo se	MS Office	Antivir us	Scann er	Printer
1	HP	P.K Pattnaik DDR	PD	160	1	HP	Yes			XP	Adobe	Yes	OU	2003	e-Scan		Hp 3050
2	HP	R.N Sahoo C.E	i5	500	2	HP	Yes			Win7	Adobe	Yes	OU	2003	e-Scan		Hp 3050
3	HP	S.R Mishra	i5	500	2	HP				Win7	Adobe	Yes	OU	2003			Hp 1007
4	HP	DEO	i5	500	2	HP				Win7	Adobe	Yes	OU	2003			Hp 1007
5	HP	E.E	C2D	160	1	HP				XP	Adobe	Yes	OU	2003			Hp 1008
6	HP	OFFICE	C2D	160	1	HP				XP	Adobe	Yes	OU	2003			Dot Matrix Wep
7	HP	LAB	C2D	160	1	HP				XP	Adobe	Yes	OU	2003			Hp 1505
8	ACER	JEE	PD	160	1	HP				XP	Adobe	Yes	OU	2003			Hp D 4168
9	HP	LAB	C2D	160	1	HP				XP	Adobe	Yes	OU	2003			Hp 1505
10	HP	LAB	PD	160	1	HP				XP	Adobe	Yes	OU	2003			Hp 1020

7.4 Hardware Details at Secretariat (Works)

Secretariat (Works)																	
Location	BBSR 1st Floor																
Sl.No	System Make	User	CPU	HD D	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Antivirus	Scanner	Printer
1	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
2	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		Hp 1015
3	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		Hp 1018
4	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		Hp 1015
5	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		Hp 1015
6	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		Hp 1018
7	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
8	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
9	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
10	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
11	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
12	Lenovo	Offic e	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		

13	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
14	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
15	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
16	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
17	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
18	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
19	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
20	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
21	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
22	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
23	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
24	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
25	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
26	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
27	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
28	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		

29	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
30	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
31	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
32	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
33	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
34	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
35	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
36	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
37	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
38	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
39	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
40	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
41	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
42	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
43	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
44	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		

45	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
46	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
47	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
48	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
49	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
50	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
51	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
52	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
53	Lenovo	Office	i3	500	2	Lenovo	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	Norton		
54	HCL	Office	P4HT	80	512	Philips	Yes	Yes	Yes	Win 7	Acrobat	Yes	OU	2007	NOD		
55	HCL	Office	P4HT	80	512	Philips	Yes	Yes	Yes	XP	Acrobat	Yes	OU	2007	NOD		HP 3035
56	HCL	Office	P4HT	80	512	Philips	Yes	Yes	Yes	XP	Acrobat	Yes	OU	2007	NOD		

7.5 Hardware Details at OBCC

OBCC																	
Location	BBSR 3rd FLOOR																
Sl.No	System Make	User	CPU	HD	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Antivirus	Scanner	Printer

1	HP	GM Civil	C2 D	320	2	Hp	Yes	No		Win 7	Adobe	Yes	OU	2007	K-Key	No	Hp 1007
2	HP	M.D	C2 D	500	2	Hp	Yes	No	Yes	Win 7	Adobe	Yes	OU	2007	K-Key	No	
3	HP	OBCC	PD	160	1	Hp	Yes	No	Yes	XP	Adobe	Yes	OU	2003	K-Key	No	Hp 1606 Dn
4	HP	OBCC	PD	160	1	Hp	Yes	No	Yes	XP	Adobe	Yes	OU	2003	K-Key	No	Hp 1505 Dn
5	HCL	Accounts	P4	40	512	HCL	Yes	No	Yes	XP	Adobe	Yes	OU	2007	Avast	No	Hp 1505 Dn

7.6 Hardware Details at Field Offices

R&B Division																	
Location		Kantabanji															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
1	HCL	No	No	N o	No	No	No	No	N o	XP	Adobe	Yes	O U	2007	QH	No	HP 1020
2	LENOVO	No	No	N o	No	No	No	No	N o	XP	Adobe	Yes	O U	2007	QH	No	Konika Biz Hub
3	LENOVO	No	No	N o	No	No	No	No	N o	XP	Adobe	Yes	O U	2007	QH	No	TVS DMP 245 XL
Rayagada (R&B) Division																	
Location		Rayagada															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer

				D	y				C				os	e			
1	DELL	No	No	N o	No	Dell	No	No	N o	Win9 8	No	Yes	O U	No	E Scan	No	Sharp AR 5520s
2	DELL	No	No	N o	No	Dell	No	No	N o	Win9 8	No	Yes	O U	No	E Scan	No	Canon
3	DELL	No	No	N o	No	Dell	No	No	N o	Win9 8	No	Yes	O U	No	E Scan	No	HP 3050
4	DELL	No	No	N o	No	Dell	No	No	N o	Win9 8	No	Yes	O U	No	E Scan	No	
5	Zenith	No	No	N o	No	Zeni th	No	No	N o	Win9 8	No	Yes	O U	No	E Scan	No	
6	Lenovo	No	No	N o	No	Len ovo	No	No	N o	Win9 8	No	Yes	O U	No		No	
7	HP	No	No	N o	No	HP	No	No	N o	Win9 8	No	Yes	O U	No		No	

R&B Circle

Location		Sambalpur															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	HCL	No	No	N o	No	Hcl	No	No	N o	XP	No	Yes	O U	2003	QH	No	HP 1020

GPB Division No 1, Bhubaneswar

Location		Block No 11, Bhubaneswar															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer

Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	HCL	No	No	No	No	No	No	No	No	No	No	Yes	OU	No	QH	No	HP 1020
2	Assembly	No	No	No	No	No	No	No	No	No	No	Yes	OU	No	QH	No	HP 3052
3	Assembly	No	No	No	No	No	No	No	No	No	No	Yes	OU	No	QH	No	Samsung SCX 4300
4	Assembly	No	No	No	No	No	No	No	No	No	No	Yes	OU	No	QH	No	
5	Assembly	No	No	No	No	No	No	No	No	No	No	Yes	OU	No		No	
Sub Division II																	
Location			Satyanagar														
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	Lenovo	B.C DAS	C2D	580	1	LCD				XP	AutoCAD	Yes	OU	2007	Avira		
2	HP	KP SAHOO	C2D	500	1	LCD				XP	AutoCAD	Yes	OU	2007	Avira		
Location			R&B Division														
Location			Sambalpur														
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer

Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer	
1	HP 2003		NO	N O	NO	NO	NO	NO	BSNL 2 MBP S	N O	NO	NO	Yes	O U	2003	NO	NO	HP 1020
		R&B Division																
Location		Bhawanipatna																
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer	
1	Assembled 2007	Steno	C2D	N o	No	No	No	Yes	N o	XP	No	Yes	O U	2007	Guardian 2011	No	HP 3050	
2	Compaq 2008	Comp Asst	C2D	N o	No	No	No	Yes	N o	XP	No	Yes	O U	2007	Guardian 2011	No	HP 1018	
3	Compaq 2011	Div Cash	C2D	N o	No	No	No	Yes	N o	Win 7	No	Yes	O U	2007		No	HP P 1007	
4	Compaq 2011	DAO	C2D	N o	No	No	No	Yes	N o	Win 7	No	Yes	O U	2007		No	HP P 1007	
5	Compaq 2011	AE Bridge	C2D	N o	No	No	No	Yes	N o	Win 7	No	Yes	O U	2007		No	HP P 1007	
6	Compaq 2011	AE WEST	C2D	N o	No	No	No	Yes	N o	Win 7	No	Yes	O U	2007		No	HP P 1007	
		R&B Division																
Location		Anugul																
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer	

1	HP DX 7400MT	NO	NO	NO	NO	NO		BSNL BB		XP	MS Off 2000	Yes	O U	2007	QH	No	Canon LBP2900
2	HP DX 7400MT	NO	NO	NO	NO	NO		BSNL BB		XP	Oracle 8.1.5	Yes	O U	2007	QH	No	HP1020
R&B Circle																	
Location		Sambalpur (1st Floor)															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	HPDX 2280	Er. Bhata Bhoi	PD 2.8	16 0	1.24	HP		Yes		XP3	Adobe	Yer s	O U	2007	QH	Scan Jet G 24P	HP 1020
2	ACER	Jagannath Patra (Jr. Clerk)	PD 2.8	16 0	1.24	ACE R		Yes		XP		Yer s	O U	2007	QH		Biz Hub 162
3	Wipro Assemble	Umesh Nath	Cor e 2	30 0	1	WIP RO				XP		Yes	O U	2007	QH		HP1007
NH																	
Location		Sambalpur (Ground Floor)															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	COMPAQ	Rosan Khan (Assist. Engg)	PRD	30 0	1	HP				XP	Adobe	Yes	O U	2003	QH		

2	COMPAQ	P.K Behera (Cashier)	i3	500	2	HP				win7	Adobe	Yes	O U	2010	QH		HP 1000,305 5
3	COMPAQ	N.S Lenka (DEO)	i3	300	2	HP				XP	Adobe	Yes	O U	2003	QH		
4	COMPAQ	D.P Patel	PD	250	1	HP				XP3	Adobe	Yes	O U	2007	QH	62410	P1008
5	Assemble	A.K Dwibedi	PD	500	2	NDC				win7	Adobe	Yes	O U	2007	QH		HP 1020
		R&B Division															
Location		Balasore															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
1	Lenovo	No	No	N o	No	No	No	No	N o	No	No	Yes	O U	2007	QH	No	Canon LBP 2900
2	Lenovo	No	No	N o	No	No	No	No	N o	No	No	Yes	O U	2007	QH	No	Samsung 1640
3	Lenovo	No	No	N o	No	No	No	No	N o	No	No	Yes	O U	2007	QH	No	Samsung 1610
4	Lenovo	No	No	N o	No	No	No	No	N o	No	No	Yes	O U	2007	QH	No	HP 1020
5	HP	No	No	N o	No	No	No	No	N o	No	No	Yes	O U	2007	QH	No	
6	HP	No	No	N o	No	No	No	No	N o	No	No	Yes	O U	2007	QH	No	
7	HP	No	No	N o	No	No	No	No	N o	No	No	Yes	O U			No	
8	HP	No	No	N	No	No	No	No	N	No	No	Yes	O			No	

				o					o				U				
9	Assemble	No	No	No	No	No	No	No	No	No	No	Yes	U			No	
		R&B Division															
Location		Rairangpur															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	Compaq	No	No	No	No	Com paq	No	BSNL	No	Xp	Adobe	Yes	U	2007	Yes	No	HP 5030
2	Compaq	No	No	No	No	Com paq	No		No	Xp	Adobe	Yes	U	2007	Yes	No	HP1020
3	Compaq	No	No	No	No	Com paq	No		No	Xp	Adobe	Yes	U	2007	Yes	No	HP 10218
4	Lenovo	No	No	No	No	Len ovo	No		No	Xp	Adobe	Yes	U	2007	Yes	No	
5	Lenovo	No	No	No	No	Len ovo	No		No	Xp	Adobe	Yes	U	2007	Yes	No	
6	Lenovo	No	No	No	No	Len ovo	No		No	Xp	Adobe	Yes	U	2007	Yes	No	
		R&B Division															
Location		Balangir															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp	MS Offic	Antivir us	Scanne r	Printer

Sl.No	System Make	User	CPU	H D D	Me m o r y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
1		No	No	N O	No	No	No	BSNL	N O	XP	Adobe	Yes	O U	2007	Net Protect or	No	HP 1020
2		No	No	N O	No	No	No		N O	XP	Adobe	Yes	O U	2007	Net Protect or	No	HP 1020
3		No	No	N O	No	No	No		N O	Win 7	Adobe	Yes	O U	2007	Net Protect or	No	
		R&B Division															
Location		Berhampur															
Sl.No	System Make	User	CPU	H D D	Me m o r y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
1	HP Pro 3090 HT	NO	NO	N O	NO		NO	BSNL	N O	NO	NO	Yes	O U	2007	QH	NO	HP 1007
2	HP Pro 3090 HT	NO	NO	N O	NO		NO		N O	NO	NO	Yes	O U	2007	QH	NO	Hp 1007
3	HP Pro 3090 HT	NO	NO	N O	NO		NO		N O	NO	NO	Yes	O U	2007	QH	NO	HP 1007
4	HP Pro 3090 HT	NO	NO	N O	NO		NO		N O	NO	NO	Yes	O U	2007	QH	NO	HP 1007
5	HP Pro 3090 HT	NO	NO	N O	NO		NO		N O	NO	NO	Yes	O U	2007	QH	NO	HP 1007
6	HP Compaq dx 2300	NO	NO	N O	NO		NO		N O	NO	NO	Yes	O U	2007	QH	NO	HP 1020

7	HP Compaq dx 2300	NO	NO	NO	NO		NO		NO	NO	NO	Yes	OU	2007	QH	NO	hp 1020
		R&B Division															
Location		Cuttack															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	Dell	No	No	NO	No	Dell	No	No	NO	XP	Adobe	Yes	OU	2003	QH	No	HP 1020
2	HP Compaq	No	No	NO	No	HP	No	No	NO	XP	Adobe	Yes	OU	2003	QH	No	HP 1020
3	HP Compaq	No	No	NO	No	HP	No	No	NO	XP	Adobe	Yes	OU	2003	QH	No	HP 1020
4	HCL	No	No	NO	No	HCL	No	No	NO	XP	Adobe	Yes	OU	2003	QH	No	HP 5610
5	HCL	No	No	NO	No	HCL	No	No	NO	Win 7	Adobe	Yes	OU	2007	QH	No	
		R&B Division															
Location		KendraPada															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	Lenovo	NO	C2D	NO	NO	Len ovo	NO	NO	NO	XP	Adobe	Yes	OU	2007	Avast	NO	Konica Biz Hub 211

2	Assembled	NO	C2D	NO	NO		NO	NO	NO	XP	Adobe	Yes	OU	2007	Avast	NO	Canon MPF 4350d
3	Assembled	NO	C2D	NO	NO		NO	NO	NO	XP	Adobe	Yes	OU	2007	Avast	NO	HP 1020
GPH																	
Location		Sambalpur															
Sl.No	System Make	User	CPU	HD	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Antivirus	Scanner	Printer
1	IBM	ALL	P4	80	512	Samsung	Yes	Yes		Win7	Adobe	Yes	OU	2007	AVG		HP 1022
2	DELL	S.K Mishra (Cashier)	PD Core	500	2	DELL	Yes	Yes		Win7	Adobe	Yes	OU	2007	AVG		HP
3	LAPTOP	R.N Nayak	PD Core	80	512	LAPTOP	Yes	Yes		Win7	Adobe		OU	2007	AVG		
		R&B Division)															
Location		KORAPUT															
Sl.No	System Make	User	CPU	HD	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Antivirus	Scanner	Printer
1	HP	No	C2D	N	No	No	No	Broa	N	Win7	Adobe	Yes	O	2007	E Scan	No	Canon

				o				dban	o				U				
2	HP	No	C2D	N o	No	No	No		N o	Win7	Adobe	Yes	O U	2007	E Scan	No	Canon
3	Dell	No	C2D	N o	No	No	No		N o	Win7	Adobe	Yes	O U	2007	QH	No	
4	Dell	No	C2D	N o	No	No	No		N o	Win7	Adobe	Yes	O U	2007	QH	No	
Departm ent Name		R&B Division															
Location		Phulbani															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	Lenovo	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	QH	NO	HP Laserjet
2	Lenovo	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	HP Laserjet
3	Lenovo	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	HP Laserjet
4	Lenovo	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	HP Laserjet
5	Lenovo	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	HP Scanjet
6	HP	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	SAMSUN G
7	Compaq	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	
8	Compaq	NO	NO	N O	NO		NO	NO	N O	NO	NO	Yes	O U	NO	NO	NO	

9	Wipro	NO	NO	NO	NO		NO	NO	NO	NO	NO	Yes	NO	NO	NO		
		R&B Division No II															
Location		Berhampur															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rpose	MS Offic e	Antivir us	Scanne r	Printer
1	HP Pavilion	No	No	No	No		No	No	No	XP	E Tende r	Yes	NO	2007	QH	No	2610 SAMSUN G
2	HP Pavilion	No	No	No	No		No	No	No	XP	No	Yes	NO	2007	QH	No	SHARP 5618
3	Lenovo	No	No	No	No		No	No	No	Win7	No	Yes	NO	2007	No	No	HP 1007& 1020
4	Compaq	No	No	No	No		No	No	No	Win7	No	Yes	NO	2007	No	No	
		R&B Division															
Location		Bhadrak															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rpose	MS Offic e	Antivir us	Scanne r	Printer
1	Compaq	No	P4	No	No	Com paq	No	No	No	Xp	No	Yes	NO	2007	QH	No	HP

2	Compaq	No	P4	No	No	Compaq	No	No	No	Xp	No	Yes	OU	2007	QH	No	HP
3	Lenovo	No	P4	No	No	Lenovo	No	No	No	Xp	No	Yes	OU	2007	QH	No	HP
		NH North															
Location		Baripada															
Sl.No	System Make	User	CPU	HD	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Antivirus	Scanner	Printer
1	Compaq		yes				Yes			windows7		yes			yes		HP
2	HP		yes				yes			windows7		yes			yes		Richho
3	HP		yes														
		NH North															
Location		Kesinga															
Sl.No	System Make	User	CPU	HD	Memory	Monitor	LAN	WAN	AMC	OS	Software	UPS	Purpose	MS Office	Antivirus	Scanner	Printer
1	Compaq	D.K. Ratha	yes				yes			Vista		yes					HP 1007
2	HCL		yes				yes			XP pro		yes					HP 1007
3	HCL		yes				yes			XP pro		yes					HP 3005

4	HP		yes				yes			Wind ows7		yes					HP 1000
Mechanical																	
Location		Sambalpur															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	NO SYSTEM	NO SYSTEM															
		NH SAMB															
Location		Jharsuguda															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	Dell		yes			yes	yes										
2	Dell		yes			yes	yes										
3	Dell		yes			yes	yes										
4	HP		yes			yes	yes										
5	HP		yes			yes	yes										
		NH SAMB															

Location		Keonjhar															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rpose	MS Offic e	Antivir us	Scanne r	Printer
1	Dell						yes					yes					HP 1006
2	Compaq						yes					yes					HP 1007
3	Compaq						yes					yes					HP 3015
4	Compaq											yes					HP 1020 (Dead)
5	HP											yes					
6	HP											yes					
7	Compaq	Laptop															
		NH Division															
Location		Deogarh															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rpose	MS Offic e	Antivir us	Scanne r	Printer
1	HP		yes				yes			windo ws7		yes					HP 1213
2	HP		yes							windo ws7		yes					HP 3015
3	Comapq		yes							windo ws7		yes					HP **

4	Compaq		yes								windo ws7		yes				
		R&B Division															
Location		Jeypore															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	HP		yes				yes			XP		yes					
2	HP		yes				yes			windo ws7		yes					
3	HP		yes				yes			windo ws7		yes					
4	Dell		yes				yes			windo ws7		yes					
5	Dell		yes				yes			windo ws7		yes					
		R&B Division															
Location		Rourkela															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	Lenovo	U.C. Mishra	yes				yes					yes					Hp1020
2	lenovo		yes				yes					yes					Hp1020

3	Lenovo		yes				yes					yes					Hp1020
4	Lenovo		yes				yes					yes					HP1008
5	HP		yes				yes					yes					HP1007
6	HP		yes				yes					yes					
7	HP		yes				yes										

R&B Circle																	
Location	:	Keonjhar															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
1	HP	P. Sethi	yes			yes	yes										hp 1015
2	HP		yes			yes	yes										hp 1015
3	Dell laptop		yes														
		R&B Division															
Location		Baliguda															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
1	yes		yes			yes	yes										HP
2	yes		yes			yes	yes										HP
3	yes		yes			yes	yes										
		R&B Division															

Location		Dhenkanal															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	yes	D.B. Behera	yes			yes	yes					yes			yes		yes
2	yes		yes			yes	yes					yes			yes		yes
3	yes		yes			yes	yes					yes			yes		yes
4	yes		yes			yes	yes					yes			yes		yes
5	yes		yes			yes	yes					yes					
		NH Division															
Location		Sambalpur															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer
1	HP		yes			yes	yes					yes			yes		HP 3055
2	HP		yes			yes	yes					yes			yes		HP 1000
3	y		yes			yes	yes					yes			yes		Richo Xerox
4	Other		yes			yes	yes					yes			yes		
		R&B Division															
Location		Cuttack															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp os e	MS Offic e	Antivir us	Scanne r	Printer

1	yes		yes			yes	yes					yes					yes
2	yes		yes			yes	yes					yes					yes
3	yes		yes			yes	yes					yes					
		NH Division															
Location		Dhenkanal															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	HP		yes			yes	yes					yes			yes		HP 1000
2	HP		yes			yes	yes					yes			yes		Hp 1007
3	Laptop		yes			yes	yes										
		R&B Division															
Location		Balesore															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	HP		yes			yes	yes			2003		yes					HP 3050
2	HP		yes			yes	yes			xp		yes					Hp 1050
3	Compaq		yes							xp		yes					
4	Lenovo		yes							windo ws 7		yes					
		R&B Division															
Location		Mayurbhanja															
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp	MS Offic	Antivir us	Scanne r	Printer

			D	y				C			os	e				
1	Lenovo		yes		yes	yes			XP		yes					HP 1018
2	Lenovo		yes		yes	yes			XP		yes					HP 1018
3	Lenovo		yes		yes	yes			XP		yes					HP 1012
4	Lenovo		yes		yes	yes			XP		yes					
5	Lenovo		yes		yes	yes			XP		yes					
6	Compaq		yes						XP		yes					
7	Compaq		yes								yes					
8	Other		yes													
9																

		R&B Division														
Location		Panikoili														

Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	Others		yes			yes	yes					yes					yes
2	Others		yes			yes	yes					yes					yes
	Others		yes			yes	yes					yes					yes

		R&B Division														
Location		Charbatia														

	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer
1	HCL		yes			yes	yes					yes			yes		Canon

																		NBP3300
2	Dell		yes			yes	yes					yes			yes			
3	Dell		yes			yes	yes					yes			yes			
4	Dell		yes			yes	yes					yes			yes			
		R&B Division																
Location		Sambalpur																
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer	
1	HP	A.K. Upadhaya	yes			yes	yes			windo ws XP		yes			yes		hp Laserjet	
2	HCL		yes			yes	yes			windo ws XP		yes			yes		Hp Officejet	
3	Lenovo		yes			yes	yes			windo ws XP		yes			yes		HP	
		R&B Division																
Location		Cuttack																
Sl.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu rp ose	MS Offic e	Antivir us	Scanne r	Printer	
1	HP		yes			yes	yes										HP	
2	Dell		yes			yes	yes										HP	
3	Dell		yes			yes	yes										Canon	
		R&B Division																
Location		EE [P K Sutar]																

SI.No	System Make	User	CPU	H D D	Me mor y	Mon itor	LAN	WAN	A M C	OS	Softw are	UP S	Pu r p o s e	MS Offic e	Antivir us	Scanne r	Printer
	CPU		yes			yes	yes					yes					HP
	CPU		yes			yes	yes					yes					HP
	CPU		yes			yes	yes					yes					
	CPU		yes									yes					
	CPU		yes														

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