



Government of Odisha (GOO)
Odisha State Roads Project

**Consultancy Services for
 Road Sector Institutional Development**
 Loan # 7577-IN

Revised OPWD Code

Odisha



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Abbreviations



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**ABBREVIATIONS**

A/A	Administrative Approval
AC	Air Conditioner
ACR	Annual Confidential Report
AE	Assistant Engineer
AEE	Assistant Executive Engineer
AG	Accountant General
APIO	Assistant Public Information Officer
BIS	Bureau of Indian Standards
BLT	Build-Lease and Transfer
BOO	Build-Own and Operate
BOOT	Build-Own-Operator and Transfer
BOQ	Bill of Quantities
BOT	Build-Operate and Transfer
BPL	Below Poverty Line
CAD	Computer-Aided-Design
CAMP	Comprehensive Asset Management Plan
CBR	California Bearing Ratio
CE	Chief Engineer
CMB	Computerised Measurement Book
CPCB	Central Pollution Control Board
CPHEEO	Central Public Health and Environmental Engineering Organisation
CPIO	Chief Public Information Officer
CPWD	Central Public Works Department
CR	Confidential Report
CRSC	Central Road Safety Cell
CWC	Central Water Commission
DO	Divisional Officer
DPR	Detailed Project Report
DRC	Dispute Redressal Committee
ECI	Empowered Committee on Infrastructure
EE	Executive Engineer
EIA	Environmental Impact Assessment
EIC	Engineer-in-Chief
E-mail	Electronic Mail
EMP	Environmental Management Plan
EOT	Extension of Time
EPC	Engineering, Procurement & Construction
EPF	Employees' Provident Fund
ESI	Employees' State Insurance

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FIR	First Information Report
FMS	Financial Management System
GAAP	Governance and Accountable Action Plan
GIS	Geographical Information System
GOI	Government of India
GOO	Government of Odisha
Govt	Government
GPS	Global Positioning System
HLCA	High Level Clearance Authority
HOD	Head of the Department
HQ	Head Quarters
HRD	Human Resource Development
HT	High Tension
ICT	Information and Communication Technology
ID	Institutional Development
IIT	Indian Institute of Technology
IRC	Indian Roads Congress
IT	Information Technology
ITB	Instruction to Bidders
JE	Junior Engineer
LA	Land Acquisition
LAC	Land Acquisition Collector
LAN	Local Area Network
LOA	Letter of Acceptance
LT	Low Tension
M&E	Monitoring and Evaluation
MB	Measurement Book
MDR	Major District Road
MIS	Management Information System
MoEF	Ministry of Environment and Forests
MoRT&H	Ministry of Road Transport and Highways
MOU	Memorandum of Understanding
MoUD	Ministry of Urban Development
MP	Member of Parliament
MR	Muster Roll
NABARD	National Bank for Agriculture & Rural Development
NABL	National Accreditation Board for testing & Calibration of Laboratories
NAC	Notified Area Council
NBC	National Building Code
NGO	Non-Governmental Organisation
NH	National Highway
NIT	National Institute of Technology

**Road Sector Institutional Development, Odisha**

NIT	Notice Inviting Tender
O&M	Operation and Maintenance
OIDF	Odisha Infrastructure Development Fund
OMT	Operate-Maintain and Transfer
OPWD	Odisha Public Works Department
OSPCB	Odisha State Pollution Control Board
OSRP	Odisha State Road Project
OWD	Odisha Works Department
PAP	Personnel Assurance Programme
PHE	Public Health Engineering
PIO	Public Information Officer
PMGSY	<i>Pradhan Mantri Gram Sadak Yojna</i>
PMS	Pavement Management System
POL	Petrol, Oil & Lubricants
PPE	Personal Protective Equipment
PPP	Public Private Partnership
PPR	Preliminary Project Report
PRQI	Pavement Riding Quality improvement
PSIN	Personal Service Identification Number
PWD	Public Works Department
QA	Quality Assurance
QMP	Quality Management Plan
R&B	Roads and Buildings
R&R	Resettlement and Rehabilitation
RCC	Reinforced Cement Concrete
RFP	Request For Proposal
RFQ	Request For Qualification
RMMS	Road Maintenance Management System
RMU	Road Maintenance Unit
ROB	Railway Over Bridge
ROW	Right of Way
RPDAC	Rehabilitation and Periphery Development Advisory Committee
RTI	Right to Information
SBD	Standard Bidding Document
SDE	Sub-Divisional Engineer
SDO	Sub Divisional Officer
SE	Superintending Engineer
SH	State Highway
SIA	Social Impact Assessment
SMB	Standard Measurement Book
SRS	Safe Road System
T&P	Tools and Plant



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TOR	Terms of Reference
TS	Technical Sanction
VGF	Viability Gap Funding
VIP	Very Important Person
VVIP	Very, Very Important Person
WAN	Wide Area Network
WBM	Water Bound Macadam
WINGS	Web-based Information & Governance System
WMM	Wet Mix Macadam
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



CHAPTER 1
INTRODUCTION



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
	<p>1 INTRODUCTION</p>
<p>1.1. Introductory</p> <p>Para -1.1.1. This Code is intended to define the scope of the functions of the officers in charge of Public Works working under the administrative control of Works. Irrigation and Power, Rural Development, Urban Development Departments and any other Departments to which the execution of Public Works is assigned by the State Government. Unless otherwise stated in the Code, the Rules in this Code apply to all public works and are complementary to those laid down in the Odisha Treasury Code, Odisha Service Code, Odisha General Financial Rules, and Central Public Works Account Code as adopted and other Rules issued by competent authority.</p>	<p>1.1 General Background</p> <p>1.1.1 Public Works Department in Odisha initially looked after all public works, whether irrigation, power, water supply, sanitation, roads or buildings. As the volume of works expanded, separate Departments were created for various PWD functions, for easy execution, administrative convenience and timely delivery of works. The various Departments responsible for PWD works are the following:</p> <ul style="list-style-type: none"> I. Odisha Works Department (OWD); II. Department of Water Resources (DOWR); III. Rural Development Department (RDD); IV. Housing and Urban Development Department (H&UDD). <p>Vistas of public works have expanded over the years, and have come to include a host of facilities such as roads, bridges, buildings, community buildings (like hospitals, schools, bus stands), houses, townships, drains, water supply and sewage disposal, municipal services, storage godowns, parks, tourist centers and public amenities in the town and villages, etc. The spurt in the demand of works in the public domain, expanding complexities of construction, new technological inventions, modes of delivery, funding patterns complexity of projects, specialized knowledge/expertise and professionalism required have led to the creation of many other institutions to take up public works viz. roads, bridges, buildings, canals, dams, tunnels, water supply, sewage etc.</p>
<p>No provision in existing OPWD Code</p>	<p>1.1.2 Revision of OPWD Code</p> <ul style="list-style-type: none"> i. PWD always had a key role in development of State in providing the basic infrastructure for development and progress.



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
	<p>To define scope and functions of offices of PWD for execution of public works, OPWD Code was first developed in 1957 as a set of rules complementary to those laid down in Odisha Treasury Code, Odisha Service Code, Odisha General Financial Rules, CPWA Code etc. This code was further updated and developed in 1976 as OPWD Code Vol. I and Vol. II containing provisions of Code. Considering the necessity in the changed circumstances, a good number of amendments have been made to different sections of OPWD Code during these 37 years.</p> <p>ii. The revision is comprehensive updating of the Odisha Public Works Department (OPWD) Code and Manual as the framework of policy, standards, responsibilities and powers for planning, preparation, contracting and execution/management of public works in Odisha (including Buildings), assisting their submission for GOO endorsement and subsequently facilitating their promulgation and operationalisation has become a necessity of time. This involves inter alia (i) updating of procedures, responsibilities and accountabilities in all works stages from project inception, planning to completion, in conformity and consistency with GOI and GOO accounting and audit requirements; (ii) revision of provisions on dispute redressal mechanism(s) including relevant 'complaints handling and RTI Act aspects; (iii) inclusion of new sections on PPP policy and guidelines, on Environment and Social (safeguards) Management, on e-procurement requirements and processes, on Construction Zone Safety guidelines and on Road Safety Engineering/Design requirements; (iv) assistance to OWD for completion of the already underway review/updating of contractual documents for all GOO procurement of goods, works and services, with their integration/cross-referencing in the contents of the revised Code & Manual where appropriate.</p> <p>iii. To provide for capacity building required for all Departments of Odisha engaged in public works by imparting inception level and in-service training to its engineering cadres. Also to ensure Skill development of workers/surveyors/lab technicians by imparting training in Industrial Training Institute/Polytechnics and other such organisation or by developing in-house facility.</p>
<p>No provision in existing OPWD Code</p>	<p>1.1.3 Scope of Code</p> <p>i. The Code defines the scope of administrative and executive functions of the PW Departments and also of their officers. The rules in the Code shall not be deemed to override any special rules laid down by the Government for application to special classes of works.</p> <p>ii. The Rules/Regulations outlined in Treasury Rules, Financial Rules, Account Code, Budget Manual, Civil Services Rules, IT Act, 2000, IT Amendment Act, 2008, e-Waste (Management & Handling) Rule, 2010 etc. relating to classes of transactions</p>



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
	<p>which occur in the Public Works Department, as well as in other Departments of Government, are binding on Public Works Departments except in so far as they have been specifically overridden by express provisions in this Code. Barring these express provisions, in case of any conflict between the applicable law/rules of the Government, on one hand, and provisions of the Code, on the other, the former shall prevail. The PWDs shall, however, endeavour to get the amendments effected in the code so that they are in consonance with the amended rules.</p> <p>iii. For detailed working, including delineation of duties of various categories of officials, each Engineering Department shall have its separate Manual of Orders. However, these Manuals will not take away the essence of the duties provided in the Code. The Administrative Secretary of each PWD should endeavour to get these reviewed periodically, at least once in five years.</p>
<p>No provision in existing OPWD Code</p>	<p>1.1.4 Justification for Revision of Code</p> <p>i. In various sectors like roads and buildings, Urban and Rural Water and Sanitation, Water Resources, GOO is aiming for upgrading capabilities of performance to facilitate more effective service to boost the infrastructural as well as socio economic development of the state.</p> <p>ii. Accordingly a planned range of Policy, Capacity and resource improvement has to be brought about in working of OPWD, towards various sectoral improvement including Organisational Structure and Management, Financial Management Audit and Administration, ICT & MIS, and HRD.</p> <p>iii. Need for having in-house design Directorate appropriate to the requirement of respective Department engaged in Public Works to facilitate in house design as well as review/monitoring of designs received from the Consultants.</p> <p>iv. To provide longer term advance study/training of selected staff to more rapidly acquire advance technical knowledge alongside their practical experience.</p> <p>v. Need for Management and Technological changes in various fields such as Construction Technology, Asset Management, and Project Management etc.</p> <p>vi. Policy Changes and Legal Changes such as PPP Policy, RTI Act, LA Act, Environment and Social Impact Legalisation, Impact Assessment and Management.</p> <p>vii. Emphasis on implementation of Safety Management and to make the Department ready to meet any disaster.</p> <p>viii. Need for changes in Quality Management System for Roads, Buildings and all other Infrastructure works in the State.</p> <p>ix. Updating of procedures, responsibilities and accountability consistent with GOO/OWD requirement.</p>



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
	<ul style="list-style-type: none"> x. Need for Revision in Dispute Redressal Mechanism. xi. New approach to PPP Policy guidelines and implementation of projects. xii. Change in Contract Bidding Documents and New Procurement Manual with their integration in contents for Goods, Works and Services of revised OPWD Code and Manual.
<p>No prevision in existing OPWD Code</p>	<p>1.1.5 Functions and Responsibilities</p> <ul style="list-style-type: none"> i. Construction, repair, maintenance and relief work of buildings, roads, bridges, <i>water distribution and sewer networks, water treatment plant, waste water treatment plants, pumping stations, storage reservoir, dams, canals and all other related major & minor structures funded by the State, GOI, any other source of funding.</i> ii. Execution of original, renewal and repair works of the NH network financed through MORT&H after levying agency charges at the rates agreed between GOI and the GOO. iii. Ensuring with the help of civil administration and Police that no encroachment or structure, whether temporary or permanent is erected on the land and property under the control of OWD. This procedure shall be adopted till EEs are empowered with the provision of removal of encroachments as per GOO rules. iv. Maintaining the Register of Assets comprising of land, buildings and properties belonging to the GOO and under the administration of OWD, <i>Asset Management through IT /ICT.</i> v. Effective management of its human resources, imparting training to its Engineer and other officers for enhancing their capacities for improvement in operational efficiency and performance management.
<p>No prevision in existing OPWD Code</p>	<p>1.1.6 Further Revisions in Code</p> <ul style="list-style-type: none"> i. The Administrative Department for the Code will be Works Department. Any changes in the Code will be notified by the same. This Department, with the approval of the State Government, shall also designate a Chief Engineer as in charge of the Code for any revisions in the same. This Chief Engineer will be custodian of all records and files pertaining to this Code. ii. If any revision, addition or alteration is required on any technical point, this will be first discussed by a standing committee consisting of the EIC (Works Department), EIC (DoWR), EIC (OPHEO) and EIC (RWD), with Chief Engineer in charge of the Code as the Member Secretary. The decision of the Committee will be sent to Administrative Secretary of the Works Department, who will further examine the issue and take necessary action after obtaining the approval of the



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
	<p>GOO.</p> <p>iii. The Administrative Secretary of Works Department will also hold periodical meetings to discuss any administrative or other issues arising during implementation of the Code. This meeting will be attended by the Administrative Secretaries and Engineer-in-Chief of Department, representatives of Finance Department, Law and Legislative Department as members. Chief Engineer in charge of the Code will be the Member-Secretary. In case there is no unanimity on any particular matter, the meeting will be presided over by the Chief Secretary and the decision of this meeting shall be final, subject, however, to the approval of the GOO.</p> <p>iv. The amendment in the Code can be brought about only when the same is approved by the GOO to whom the proposal will be submitted through the EIC cum Secretary of Works Department. The concurrence of Finance Department and Law Department will be required, in all cases.</p>
<p>No provision in existing OPWD Code</p>	<p>1.1.7 Interpretation of Code: In case of any dispute or difference of opinion regarding any provision of the Code, the view as given by the State Government in the OWD (Administrative Department for the Code) will be considered as final.</p> <p>1.1.8 To serve as help books for day to day working of the Department engaged in Public Works OPWD manual as well as Procurement Manual for Works, Goods and Services shall be referred.</p>
<p>No provision in existing OPWD Code</p>	<p>1.1.9 Instructions/Circulars under the Code</p> <p>i. The Code envisages issuance of a number of instructions/circulars on various matters, either at Government or at Department level. These instructions/circulars can only be issued by the Head of Department (HOD) or the Administrative Secretary. Initially, these shall be issued within three months of applicability of the Code, and subsequently, as and when the occasion demands. The instructions/circulars should be appropriately numbered with a clear reference to the para(s). For example, in case of instructions issued by Works Department at Government level, they will carry number as PWD Code/Works/Govt./Para---/No.---/Date--- or an instruction issued by Water Resource Department at HOD level will get numbered as PWD Code/Irr/Deptt./Para ---/No. --/Date ---. In case of any conflict between the instructions issued by the Department and the Government, the instructions issued at the Government level will prevail.</p> <p>ii. Instructions on common subjects shall normally be issued by Works Department, though in consultation with</p>



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	Department of Water Resources and Housing and Urban Development Department.
1.2. Definitions (Page 1–4) Para -1.2.1. Unless there be anything repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense as explained below.	1.2 Definitions 1.2.1 No Change
(1) Accountant General - means Accountant General, Odisha. He is the head of office of audit and accounts in the State under the Comptroller and Auditor General of India and when used in relation to a Public Works Division, the head of office to whom the accounts of the Division are rendered.	1. Accountant General – No Change
(2) Appropriation - means appropriation of funds by means of appropriation Bill. Allotment means the assignment to meet specified expenditure of funds in favour of subordinate authority (subordinate spending unit).	2. Appropriation – No Change
(3) Administrative Approval - This term denotes the formal acceptance by the Administrative	3. Administrative Approval – No Change



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
<p>Department concerned, of the proposal for incurring any expenditure in the Public Works Department on a, work, initiated by or connected with, the requirement of such Administrative Department. It is, in effect, an order to the Public Works Department to execute certain specified works at a stated sum to meet the, administrative needs of the Department requiring the work. Administrative approval is not required in the cases of petty works and repairs.</p>	
<p>No provision in existing Code</p>	<p>4. Application Administrator – means the Chief Engineer (Technical), State Procurement Cell, Works Department, Odisha.</p>
<p>No provision in existing Code</p>	<p>5. Chief Manager (Technical) – means the Chief Engineer (Civil) who is the administrative and professional head of the State Procurement Cell. He is the Application Administrator of the e-Procurement module.</p>
<p>No provision in existing Code</p>	<p>6. Chief Procurement Officer – means the Engineer-in-Chief (Civil), Odisha</p>
<p>(4) Competent Authority - means Government or any other authority to whom the relevant power may be delegated.</p>	<p>7. Competent Authority – No Change</p>
<p>No provision in existing Code</p>	<p>8. Consultant – means professional who will carry out his assignment with due diligence and total professional integrity, and at all times safeguard the interest of the Govt. and shall be responsible for accuracy of data, designs, drawings, estimates and other documents prepared by him. He shall indemnify the department against any negligence, deficiency in service or inaccuracy/deficiency in the work.</p>



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
No provision in existing Code	9. Concessionaire – Is the holder of a concession given by the Government for development of public facility funded and operated through a partnership of Government and Private sector.
(5) Controlling Officer - means Head of a Department or other Departmental Officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue by the authorities subordinate to the Department. In relation to the Departments in charge of public works, a list of officers declared as controlling officers is given in Appendix 1.	10. Controlling Officer – No Change <i>(See Annexure 1.1 for list of controlling officers)</i>
(6) Chief Engineer - means the Chief Engineer or any other engineer to whom the State Government have delegated powers and functions of a Chief Engineer. He is the administrative and professional head of that branch of the public works of which he is in-charge and is responsible to the respective Administrative Department for the efficient working of that Department of branch.	11. Chief Engineer – No Change



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
<p>(7) Contract & Contractor - The term 'contract' means any kind of undertaking written or verbal, express or implied, by a person not being a Government Servant or by a syndicate of firm, for the construction, maintenance or repairs of one or more works, for the supply of materials, or for the performance of any service in connection with the execution of works or the supply of materials. The term 'contractor' means a person syndicate or firm, that has made such an undertaking but often its use is restricted to contractor for the-execution of works or for service in connection therewith.</p>	<p>12. Contract & Contractor – No Change</p>
<p>No provision in existing Code</p>	<p>13. <i>Digital Signature Certificate – means a Digital Signature Certificate issued by the Certifying Authority as per IT Act, 2000.</i></p>
<p>(8) Drawing and Disbursing Officer - means a head of an office, and also any other gazetted officer designated by the Govt. Of Odisha or Head of a Department or an Administrator, to draw bills, cheques and make payments on</p>	<p>14. Drawing and Disbursing Officer – No Change</p>



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
<p>behalf of the State Govt. The term shall also include a Head of a Department or an Administrator where he himself discharges such functions. The head of an office may also authorise any gazetted officer serving under him to sign a bill or order for him in terms of provisions of S.R. 102 of the O.T.C. Vol. I and notes there under whenever such a course is considered necessary in the interest of the office.</p>	
<p>(9) Department of Government - means the Department of the Government of Odisha as specified in the Rules of Business.</p>	<p>15. Department of Government – No Change</p>
<p>(10) Deposit Works shall - mean works of construction or repairs the cost of which is met not out of Govt. funds, but is financed from non-Government sources, which may either be deposited in cash or otherwise placed at the disposal of a Divisional Officer. Works executed for municipalities, local</p>	<p>16. Deposit Works – No Change</p>



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
bodies and public undertakings etc. fall under this category.	
No provision in existing Code	17. Engineer-in-Chief – Engineer-in-Chief is by promotion amongst CE under consideration of the state government who is responsible for administrative and professional control of specified works in the Department carried out by various CE under him.
No provision in existing Code	18. e-Procurement – means electronic procurement of Works, Goods and Services.
No provision in existing Code	19. Expenditure Sanction – Financial concurrence of the cost of project proposal by the competent authority is termed as Expenditure Sanction.
(11) Financial Year - means the year beginning on the 1st of April and ending on the 31st of March following.	20. Financial Year – No Change
(12) Govt. or State Government - means the Govt. of Odisha.	21. Governor (Sl. No. 13) – No Change
(13) Governor - means the Governor of the State of Odisha.	22. Govt. or State Government (Sl. No. 12) – No Change
(14) Government Account - means the total of the Consolidated Fund Account, Contingency Fund Account and the Public Account of the State.	23. Government Account – No Change
(15) Head of a Department - means any authority, declared to be such by the competent authority with reference to Rule 20 of the Odisha Service Code. The declaration is	24. Head of a Department – No Change



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
made in general terms, and not with reference to certain specified rules only and includes any other officer, declared to be such by the competent, authority.	
(16) Local Body - means an authority legally entitled or specially empowered by Govt. to administer a local fund.	25. Local Body – No Change
No provision in existing Code	26. Nodal Officer (e-Procurement) – means the <i>Superintending Engineer or equivalent rank officer in-charge who is responsible to the respective organisation for creation of Departmental users and intra Departmental transfer of Digital Signature Certificate of officers.</i>
(17) Project - means irrigation, navigation, embankment and drainage, water storage, civil or electrical works costing more than Rs. 25 lakhs which consist of several works and are to be executed by more than one Division.	27. Project – means irrigation, navigation, road, embankment and drainage, water storage, <i>building</i> , electrical works, <i>piped water supply works, sewerage and drainage works</i> costing more than Rs. 50 lakhs* which consist of several works and are to be executed by more than one Division. <i>*The financial limit shall be revised every three years</i>
(18) Major Work - means an original work, the -estimated cost of which is Rs. 1,00,000 or above.	28. Major Work – means an original work, the – estimated cost of which is Rs. 25 lakhs* or above. <i>*The financial limit shall be revised every three years</i>
(19) Minor Work - means an original work, the estimated cost of which is over Rs. 10,000 but less than Rs. 1,00,000 .	29. Minor Work – means an original work, the estimated cost of which is over Rs. 5 lakhs but less than Rs. 25 lakhs.* <i>*The financial limit shall be revised every three years</i>
(20) Petty Work - means on original	30. Petty Work – means an original work, the estimated cost which is less than Rs. 5 lakhs.*



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
work, the estimated cost which is Rs. 10,000 or less] (Subtd. by Works Deptt. No. 22791, Dt. 18.8.84)	<i>*The financial limit shall be revised every three years</i>
(21) Public Buildings - used in this Code apply only to buildings borne in the books of the Public Work Department and maintained from funds provided to them.	31. Public Buildings – No Change
(22) Public Work - means civil works, public health engineering works, irrigation navigation, embankment and drainage works and electricity works.	32. Public Work – No Change
(23) Public Works Department - means a Department of the State Government in administrative charge of Public Works.	33. Public Works Department – No Change
(24) Reappropriation - means the transfer of funds from one unit of appropriation to another such unit.	34. Reappropriation – No Change
No provision in existing Code	35. Road Work – means road works taken up by OWD and all Engineering Departments of the state consisting of various types of roads including NH, SH, MDR, ODR, Rural roads, Panchayat, Irrigation, Tourism and Housing Board roads etc.
(25) State - means the State of Odisha.	36. State – No Change
No provision in existing Code	37. State Procurement Cell – means the authority empowered by Government of Odisha for full rollout of e-Procurement in the State.
(26) Subordinate Authority - means	38. Subordinate Authority – No Change



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
a Department of the State Government or any authority subordinate to it.	
(27) Treasury Rules - means the Treasury Rules of the State Govt. of Odisha embodied in the Odisha Treasury Code.	39. Treasury Rules – No Change
(28) Work-Charged Establishment - means the establishment employed on the supervision or execution of a particular work, the cost of which is debitable to the work concerned.	40. Work-Charged Establishment – No Change
(29) The terms - used in this Code but not defined shall have the same meanings as explained in the C.P.W.A. Code.	41. The Terms – No Change
Notes: 1.2.1 (7). Agreement between Municipality and the contractor for completion of some work. In the agreement it is stated that in absence of any specification in the contract the work is to be carried out according to PWD standard specification. In the PWD standard specification there is provision for decision of Superintending Engineer as to	Since, services included in para 1.1 'General Background', so, needs to be deleted



Existing As IS Provision (Chapter 1)	Suggested Provision (Chapter 1: Introduction)
<p>dispute in rates, specification as instructions. It should be deemed that there is provision for reference for arbitration in the agreement. It should be read as incorporate in the agreement. 1987(11) OLR 554.</p> <p>Contract for building – The plain meaning of clause II of the agreement seems to be that the contractor under the agreement has to be paid for the extra work at the rate at which he has to be paid for the main work. An agreement between the disputed parties which provides for arbitration has to be strictly followed in determining the claim over which there is a dispute: Any deviation on the part of the Arbitrator from the provisions contained in the agreement amounts to on out of misconduct on his part and on that ground an award is liable to set aside. I.L.R. 1976 Cuttack 60.</p>	<p>1.3 The list of Controlling Officers are given in Annexure 1.1 of the Manual</p>



CHAPTER 2 ORGANISATION AND ESTABLISHMENT



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	2 ORGANISATION AND ESTABLISHMENT
2-1. Organisation and Functions of Departments In-charge of Public Works	2.1 Organisation
Para - 2.1.1. The business of Govt. is transacted in the various Department as per allotment of such business in accordance with the Rules of Business.	2.1.1 No Change
Para - 2.1.2. (a). The Departments responsible for public work are divided into several branches, each being in charge of a Chief Engineer as decided upon by the Government from time to time. For administrative purposes each branch is divided into circles, a circle into divisions, a division into subdivisions and a subdivision into Sections having territorial or functional jurisdiction as may be decided by the State Government from time to time.	2.1.2 a. The Departments responsible for public work are divided into several branches, each being under EIC, CE or Chief Architect as decided upon by the Government from time to time. For administrative control of Chief Engineer, there are number of circles , a circle into divisions, a division into subdivisions and a subdivision into Sections having territorial or functional jurisdiction as may be decided by the State Government from time to time. Similarly office of Chief Architect is divided into office of Senior Architect, Deputy Architect, Architectural Assistant and Architectural Draftsman (Grade I & II).
Para -2.1.2. (b). The Administrative Departments of Govt., Chief Engineers and Additional Chief Engineers responsible for various public works in the State are given in Appendix-1 . Note: The Electrical Chief Engineer is the Electrical Inspector to the Government, as defined in the Electricity Act, 1912, so far as the electrical installations belonging to the Government are concerned.	b. The Administrative Departments of Govt., EIC , Chief Engineers and Chief Architect are responsible for various public works in the State (list of controlling officer are given in Annexure 1.1 of chapter 1) Note: No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>Para -2.1.3. The Administrative Departments in charge of public works are required to execute works of other Departments of the State Government. They may also execute works on behalf of local bodies, public undertakings, recognised public institutions, Government of India and other State Governments or another work specified by the State Government.</p>	<p>2.1.3 No Change</p>
<p>No provision in existing OPWD Code</p>	<p>2.1.4 Creation of Additional Circles, Divisions, Sub-Divisions and other Implementation Models/Tie-ups: The work load of the Departments is subject to fluctuation, depending on budgetary allocation and receipts from various other heads/sources. Thus, the number of Circles, Divisions, and Sub-Divisions may require to be increased or decreased. To cope with this situation, a standing committee under the chairmanship of Administrative Secretary of concerned Department, Secretary Finance Department, EIC and Director (F&A) will discuss and finalise proposals for creation/abolition of the number of Circles, Divisions, Sub-Divisions etc. and get the same sanctioned from the competent authority.</p>
	<p>2.1.5 <i>The respective EICs shall undertake review of various cadres of their Department every 5 years to ensure that the personnel don't stagnate bringing in inefficiency and discontentment adversely affecting the work culture of the Department.</i></p>
	<p>2.1.6 The Govt may desire a more innovative and faster implementation of certain projects and some projects may require special skills. Accordingly, new implementation models may become necessary. For this purpose, the Departments may enter into Public Private Partnership (PPP) and/or may create special purpose vehicle (SPV), either on their own or in partnership. The Departments, where necessary, may create project implementation units (PIUs) for implementing certain projects. High value concentrated projects may be entrusted to exclusive charge of senior officers like CE /SE.</p>
	<p>2.1.7 Department shall put in place structures, arrangements, institutions to take up new responsibilities, keep abreast with advancement of knowledge, technological and management changes, and cope with emerging situations and challenges. The Department and other bodies listed in this chapter</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>shall endeavour to have memorandum of understanding (MOU) with academic/research institutions, etc. to create a platform for co-operation and partnership between the parties for defined objectives. Tie-ups with technical training institutes, industry and leading construction/ consultancy firms for training and upgradation of skills of Departmental staff shall be encouraged. Sanction of the HoD shall be obtained as required.</p>
	<p>2.1.8 In this world of technological change, it is necessary that the Departments are acquainted with the latest practices in the field. With this intention, the Departments may tie up with any foreign and/or domestic institute for support on technical, managerial and financial matters. Such arrangements may be project-specific or function-specific. The Departments shall, with the approval of the competent authority, also associate themselves with the national and international bodies of repute such a Indian Roads Congress (IRC), Indian Buildings Congress (IBC), International Association for Bridge and Structural Engineering (IABSE), Indian Water Works Associations (IWWA), Central Board of Irrigation and Power (CBIP), Central Water Commission (CWC), Central Pollution Control Board (CPCB), Central Ground Water Board (CGWB), <i>Central Public Health and Environmental Engineering Organisation (CPHEEO)</i>, etc. the Department shall also encourage innovations and new research. Regular seminars/workshops on topics of interest shall be held by each Department periodically. <i>The department will also invest in knowledge development by sponsoring research project to academia and research agency. An R & D Cell shall be created in each department.</i></p>
2.2. Duties of Officers	2.2 Duties, Responsibilities and Accountabilities of Officers
	A. Duties and Responsibilities
No provision in OPWD Code	<p>I. Engineer-in-Chief (EIC)</p> <p>2.2.1 EIC is responsible to the Government for the efficient administration and general professional control of public works of the Department. He is the professional adviser to the Government in all matters relating to his charge or on which his advice may be desired. He is required to bring clearly before the Government all subjects required for its decision. He will exercise full technical and supervisory control on the CEs and all other officers working under his control in the Department.</p> <p>2.2.2 EIC, as far as possible, shall not involve himself in direct administration of contracts except as</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>pecially provided in directions issued by the Government, so as to provide one appellate channel within the Department itself. However, all the functions of the Department shall be coordinated by the EIC and he will get an annual plan of action prepared for the Department by February every year listing the targets of every unit including that at the level of CE. The Action plan shall be based on actual outcome and user oriented performance parameters viz. Quality Index of Roads, Asset Value, Safety, Congestion Index and not merely have physical and financial targets.</p> <p>2.2.3 EIC is also responsible for long range planning, co-ordination, capacity building, and introduction of emerging construction technology and management practices. He shall ensure optimum utilisation of the personnel in the organisation for meeting the objectives.</p> <p>2.2.4 EIC shall ensure the framing of Information Technology (IT) related applications appropriate to the needs of the Department.</p> <p>2.2.5 EIC shall prepare annually the portion of the budget estimates relating to the establishment (including training) and works of his Department. He shall ensure that the budget allotments of the year are fully utilised so far as is consistent with general economy, and heavy expenditure in the last months of the financial year, for the sole purpose of avoiding lapse, is prevented. He shall also ensure that money not likely to be needed during the year is promptly surrendered, so as to allow its appropriation for other purposes by the proper authority. In case a commitment is made by the Government beyond the budget, EIC shall seek additional funds by re- appropriation, supplementary grant or excess grant, as considered appropriate or advised by Finance Department.</p> <p>2.2.6 As soon as possible after the close of each year, EIC will arrange the preparation of Annual Administration Report of his Department, giving a brief and clear account of its operations. Significant milestones achieved, initiatives taken and lessons learnt should also be brought out.</p> <p>2.2.7 It shall be ensured that property returns are duly filed by the staff, annual confidential reports (ACRs) are complete and up-to-date, and that pension cases do not remain pending inordinately.</p> <p>2.2.8 EIC shall, in consultation with the CE, delegate power to the SE and EE posted in the Headquarters office to perform/dispose, at their own level, such functions/cases where no orders of the next higher authority are required. These delegations should be periodically looked into.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.2.9 EIC shall have guidelines issued regarding functions to be performed at field level. Guidelines for keeping record of various activities performed by the Department at different levels to ensure availability of information which may be sought under Right to Information Act, 2005 shall also be clearly spelt out.</p> <p>2.2.10 The major function of the Department is to get the public works completed in time, without cost over-run and with appropriate quality standards, EIC shall monitor the same closely and take all remedial steps. He shall identify the crucial/important projects for close monitoring at his personal level. The Administrative Secretary may also list down such projects for effective monitoring and implementation and ask for periodic reports on the same.</p> <p>2.2.11 EIC shall prepare every month a list of unresolved issues and bring the same to the notice of the Administrative Secretary. He shall try to resolve issues himself or request the Secretary Works to have a meeting for resolving them. The issues shall be resolved expeditiously.</p> <p>2.2.12 He shall set physical as well as financial targets for all the units headed by CEs, Circles headed by SEs, Divisions headed by EEs and also the Project Implementation Units and Monitors the same periodically.</p>
<p>I. Chief Engineer Para - 2.2.1.Each Chief Engineer is responsible to the Govt. in the administrative Department for the efficient administration of the respective Department of branch thereof a general professional control of public works within his jurisdiction. He will exercise full technical and supervisory control over all the officers under him.</p>	<p>II. Chief Engineer/Chief Architect 2.2.13 No Change</p>
<p>Para - 2.2.2.Each Chief Engineer will exercise control over the duties of the officers of the Department in connection with the maintenance of the accounts, custody And disbursement of money, the custody of stores and timely</p>	<p>2.2.14 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>submission of accounts to the A.G. He shall also ensure that all contracts, vouchers, muster rolls, Work charged establishment bills, works accounts, store accounts material-at-site accounts and other documents required by the A.G. in connection with the audit of the transactions of the Public Works Department are made available to him or the officers authorised by the latter.</p>	
<p>Para - 2.2.3.Each Chief -Engineer will prepare annually the portion of the budget estimates relating to establishment and works under his control. It will be his duty to administer the grant and to keep a close watch over the progress of expenditure against it with a view to see that no excess is permitted to occur and that if additional funds are necessary, application for the same is made. It will further be his duty to see that the grant is fully expended in so far as it is consistent with general Rules and procedure. He will ensure the prevention of large expenditure in the last months of the financial year. He will also be responsible for ensuring that provision which is not likely to be needed during the year is surrendered immediately so as to enable the competent authority to appropriate it for other purposes and for the timely submission of the budget estimates to the Govt.</p>	<p>2.2.15 Each Chief -Engineer will prepare annually the portion of the budget estimates relating to establishment and works under his control. CE shall assist EIC in getting the budget estimates prepare under his charge. He will ensure optimal utilisation of budget allocation following the principles of financial propriety. He shall try to ensure that change in demand of funds are reflected properly in the revised budget estimates. It will be his duty to administer the grant and to keep a close watch over the progress of expenditure against it with a view to see that no excess is permitted to occur and that if additional funds are necessary, application for the same is made. It will further be his duty to see that the grant is fully expended in so far as it is consistent with general Rules and procedure. He will ensure the prevention of large expenditure in the last months of the financial year. He will also be responsible for ensuring that provision which is not likely to be needed during the year is surrendered immediately so as to enable the competent authority to appropriate it for other purposes and for the timely submission of the budget estimates to the Govt.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>Para - 2.2.4.Whenever the expenditure on a work administratively approved is likely to exceed the approved limits, it is the duty of the Chief Engineer to submit a revised estimate to competent authority in time before excess expenditure is incurred.</p> <p>Similarly, in case of projects which have been approved by Govt. sub-head wise, the Chief Engineer should submit a revised project-estimate if the sub-head wise expenditure (sub-heads of Administrative Sanction) is likely to, exceed by more than 10 percent of the original provision, irrespective of the fact whether the project estimate as a whole exceeds the prescribed limit of original estimate or not.</p>	<p>2.2.16 No Change</p> <p>No Change</p>
<p>Para - 2.2.5.The responsibility for all important structural designs under execution vests with the Chief Engineer who shall exercise careful control over the work of the Designs Directorate and the technical Sections.</p>	<p>2.2.17 The responsibility for all important structural designs under execution vests with the Chief Engineer who shall exercise careful control over the work of the Designs Directorate and the technical Sections. The projects undertaken on PPP mode and through EPC, the responsibility of structural design shall rest with the concessionaire/consultant/contractor as per provisions of the contract agreement.</p>
<p>Para - 2.2.6.It is the duty of the Chief Engineer to approval all designs and drawings, of all component parts of the works of the projects for which he is required to give technical sanction as a whole.</p> <p>The Chief Engineer may delegate powers of approval to designs and drawings of such</p>	<p>2.2.18 It is the duty of the Chief Engineer to approval all designs and drawings, of all component parts of the works of the projects for which he is required to give technical sanction as a whole. For projects undertaken in PPP mode or through EPC however, the responsibility of approval of design and drawing will rest with concessionaire/consultant/contractor as per provisions of the contract agreement.</p> <p>No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
component parts of a project the total cost of which comes within the power of technical sanction of the subordinate officers.	
Para - 2.2.7. Whenever heavy damages are sustained by public works due to natural calamities like flood, rain, earthquake or accidents involving loss of life and/or Government property etc., the Chief Engineer should inspect the spot at the earliest opportunity and submit a detailed report to Government. (see para 3.7.14).	2.2.19 No Change
Para - 2.2.8. It will be duty of the Chief Engineer to inspect at least two Circle Officers and four Divisional Officers in a year with a view to see that prompt action is being taken at all levels for timely disposal of cases and correct and up-to-date maintenance of accounts and other records with reference to sanctions and allotments. He will specifically review serious irregularities, lapses and losses brought out by, the Stores Verification Party. Besides, he will cause the Branch Officers working in his office to inspect the respective branches of his own office twice in a year. He should inspect his own office once in a year. Copies of notes of inspection by the Chief Engineer should be submitted to Govt. within a month of such inspection.	2.2.20 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>Para - 2.2.9.The Chief Engineer, while inspecting the works under execution should invariably record his observations in the Register of Inspections maintained at the site of work for which the tender has been accepted by him or by Govt. He shall make final inspection of such works after completion thereof but before the payment of the final bills.</p>	<p>2.2.21 No Change</p>
<p>Para - 2.2.10.The general supervision and control of the assessment of revenue from works and from other sources on which the Department has control will vest with the Chief Engineer, who will frame necessary estimates and watch carefully the progress of the realisation during the course of the year.</p>	<p>2.2.22 No Change</p>
<p>No provision in existing code</p>	<p>2.2.23 The CE shall have a specific role to play for environment as well as social safeguard needs of the major projects which required environment and social impact assessment. The detailed duties and responsibility shall be as given in respective sections of this Code.</p>
<p>II. Government Architect Para - 2.2.11.It will be the duty of the Govt. architect to prepare plans for buildings and other works on the requisitions placed on him through the Chief Engineer, Roads & Buildings by any of the Heads of Departments.</p>	<p>2.2.24 It will be the duty of the Chief Architect to prepare plans for buildings and other works on the requisitions placed on him through the Chief Engineer, Roads & Buildings by any of the Heads of Departments.</p>
<p>Para - 2.2.12.He will inspect the sites of proposed buildings where this is considered desirable by the Chief Engineer, Roads & Buildings and also inspect</p>	<p>2.2.25 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
buildings under construction and layout of buildings of importance.	
<p>Para - 2.2.13.He may advise the engineer-in-charge regarding minor variations in the architectural portions of buildings designed by him during execution and the engineer-in-charge will be responsible to carry out them. In case of difference of opinion, the decision of the Chief Engineer will be final.</p>	<p>2.2.26 No Change</p>
<p>Para - 2.2.14.He is the adviser to Government in regard to preparation of type plans and designs for all types of new buildings and other works. He will work under the general supervision and control of the Chief Engineer, Roads & buildings. He will assign such duties to Assistant Architects and Architectural Assistants as may be considered necessary in consultation with the Chief Engineer, Roads & Buildings.</p> <p>Note: Although the Government Architect has furnished the Architectural designs, the concerned Engineer for according technical sanction should satisfy himself about the soundness of the structure.</p>	<p>2.2.27 He is the approving authority in respect of all architectural drawing of Govt. projects and he shall prepare architectural plans and designs for all types of new buildings/renovate existing structures as per the direction of Govt. He will work under the control of the Engineer-in-Chief, Civil. He will further assign duties to Senior Architect, Assistant Architects and Architectural Assistants as per the requirement of the job. The Architects at all levels shall interact with Structural Engineers, Electrical Engineers and Engineers of Design Directorate of respective field units for conceptualization as well as finalization of Architectural Drawings.</p> <p>Deleted</p>
<p>No provision in existing OPWD Code</p>	<p>2.2.28 Shall suggest specification of activities to be taken up in the building works including interiors.</p> <p>2.2.29 Inspection of major building works during construction and to suggest architectural changes if any, as per site condition to the concerned CE.</p> <p>2.2.30 Approving of working drawings prepared in-house or through outsource (Consultants) for building</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>along with utilities such as electrical, water supply, sewerage, fire, rainwater harvesting etc.</p> <p>2.2.31 Any specific as assigned by Govt. from time to time.</p>
<p>IV. Director of Design Para - 2.2.24.Whenever any designs Organisation is attached to the Departments, the duties of the Director of Designs or the Superintending Engineer, Designs will be as follows:</p>	<p>2.2.32 Chief Engineer, Design Directorate is responsible to Engineer-in-Chief for the administration and general professional control of Design Directorate under his charge the Engineers manning the Design Directorate of OWD, DOWR, RDD & H&UDD shall have aptitude in respective fields. Broadly, his duties are analogous to those of Chief Engineer laid down in Sub Head-II.</p> <p>2.2.33 Every PW Department of the State shall have a Design Directorate headed by a CE, who will be overall in-charge of design works of the concerned PW Department in the State and shall have total control of the Design Directorate with financial powers for purchase of hardware and software for the smooth functioning of Design Directorate. Apart from design work the Directorate will help in bringing in new technology in various fields of works undertaken by respective Design Directorate.</p>
(a) To prepare designs and drawings of the works on the requisitions placed on him or as directed by the Chief Engineer.	2.2.34 To prepare structural designs and drawings of the works on the requisitions placed on him by the CEs in respect of major works costing above 50 lacs, either in house or through outsourcing (Consultants) design work to consultants depending on the work load: all designs to be approved by CE.
(b) To inspect the site for the proposed works and inspect the works under construction for preparation or modification of the designs as and when directed by the Chief Engineer.	2.2.35 To inspect the site for the proposed works and inspect the works under construction for preparation or modifications of the designs <i>wherever considered necessary.</i>
(c) To compile the general technical data and keep all the technical records of all designs and important works as directed by the Chief Engineer.	2.2.36 To compile the general technical data and keep all the technical records of all designs and important works. He will also get investigation work at site <i>done</i> through the officer of Design Directorate in respect of roads, bridges, rural roads & minor bridges, buildings or any other infrastructure projects.
(d) To revise the specifications and manuals of works from time to time and bring them up-to-date to keep pace with the latest technical development.	2.2.37 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
(e) To maintain the technical library of the Department.	2.2.38 To maintain the technical library of the Department also for purchase of new books/software he shall be <i>delegated</i> with necessary financial powers as per OGFR/ Delegation of Financial Rules, 1978 equal to that of HoD.
No provision in existing Code	<p>2.2.39 <i>The Chief Engineer-cum-Chief Manager (Technical), e-Procurement Cell is responsible to the Government in the Works Department for the efficient administration of the State Procurement Cell. He will exercise full technical and supervisory control over all the Officers under him.</i></p> <p>2.2.40 <i>He is the Application Administrator of the State for e-Procurement module.</i></p> <p>2.2.41 <i>He will exercise control over the duties of the officers of the Department in connection with the e-Procurement module. He will prepare annually the portion of the budget estimate relating to establishment under his control. He shall create Nodal Officers for the respective organisations, transfer and blocking/unblocking of officers, validation of bidders and blocking/unblocking of bidders.</i></p> <p>2.2.42 <i>He is the head of supervision of the full roll out of end-to-end e-Procurement of the State relating to e-Procurement. He will monitor and audit the online procurement activities (online log files) of procurement units.</i></p>
<p>III. Superintending Engineer</p> <p>Para - 2.2.15.The administrative unit of the Departments is the circle in charge of a Superintending Engineer who is responsible to the concerned Chief Engineer for the administrative and general professional control of public works in charge of officers of the Department within his circle.</p>	<p>III. Superintending Engineer</p> <p>2.2.43 No Change</p>
<p>Para - 2.2.16.It will be the duty of the Superintending Engineer to inspect the various works in progress within his circle and to satisfy himself that the system of management prevailing in efficient and economical that the different</p>	<p>2.2.44 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>stores are duly verified according to the Rules laid down and that there is no accumulation of stock in any Division beyond its requirement and that the executive and administrative work of the circle is satisfactorily performed. He should also see that no delay is allowed to occur in the submission of completion reports of work. It will also be his duty to watch and control the rates paid for works and he may require a Divisional Officer to report to him such details of expenditure as he may desire.</p>	
<p>Para - 2.2.17.The Superintending Engineer will inspect all the Divisional Officers in his circle and two Subdivisional Offices at least once a year and report on the efficiency of the subordinates, office and party establishments, and see that the staff employed in each Division is actually necessary and adequate for its management. He will forward for the information of the Chief Engineer, reports of his inspection of Divisional offices detailing therein the results of his examination of initial accounts, accounts of stock, tools and plant and stock manufacture, register of works and other Divisional books, mode of preparation of estimates, contract/agreements, contractors accounts, system of recording plans and office work generally. He is required to make it his special duty during his inspection and tours to see</p>	<p>2.2.45 The Superintending Engineer will inspect his office, all the Divisional Officers in his circle and two Sub-divisional Offices at least once a year and report on the efficiency of the subordinates, office and party establishments, and see that the staff employed in each Division is actually necessary and adequate for its management. He will forward for the information of the Chief Engineer, reports of his inspection of Divisional offices detailing therein the results of his examination of initial accounts, accounts of stock, tools and plant and stock manufacture, register of works and other Divisional books, mode of preparation of estimates, contract/agreements, contractors accounts, system of recording plans and office work generally. He is required to make it his special duty during his inspection and tours to see that measurement books are carefully kept and measurements properly recorded. He will ensure that these measurement books are a complete record of the actual measurement of each kind of Work done for which certificates have been granted by the Divisional Officer. He should see that instruction regarding check measurement are duly observed. He should also ensure that the Divisional Officers are attending to audit objections, inspection reports and the reports of the Stores Verification Party promptly.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>that measurement books are carefully kept and measurements properly recorded. He will ensure that these measurement books are a complete record of the actual measurement of each kind of Work done for which certificates have been granted by the Divisional Officer. He should see that instruction regarding check measurement are duly observed. He should also ensure that the Divisional Officers are attending to audit objections, inspection reports and the reports of the Stores Verification Party promptly.</p>	
<p>Para -2.2.18.He should inspect his own office at least once a year. Note: Appendix II is to be seen for rules regarding measurement and clerk measurements by superior officers.</p>	<p>2.2.46 No Change Note: Para 5.1.4 & 5.1.5 of OPWD Manual Chapter 5 is to be seen for rules regarding measurement and check measurement by superior officers.</p>
<p>Para -2.2.19.In the discharge of his responsibilities for the maintenance of the authorised system of accounts throughout the circle, the Superintending Engineer should examine the books of the Divisional Officers and their subordinates and see that matters relating to primary account are attended to personally by the Divisional and Subdivisional Officers and that the accounts fairly represent the progress of each work.</p>	<p>2.2.47 No Change</p>
<p>Para -2.2.20.The Superintending Engineer is responsible for the supervision, and control of the</p>	<p>2.2.48 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
timely assessment and collection of those items of revenue within his circle of superintendence for which his, branch of the Department is responsible.	
Para -2.2.21. The Superintending Engineer is responsible to bring to the notice of the Chief Engineer any unusual occurrence or accident involving loss of life and/or Government property.	2.2.49 No Change
Para - 2.2.22. The Superintending Engineer will be responsible for the engineering features of all designs and the accuracy of the rates in the estimates submitted from his office. While submitting any report, design or estimate to the Chief Engineer, he will invariably state his own recommendation and opinion.	2.2.50 No Change
Para - 2.2.23. The Superintending Engineer while inspecting the various works under execution should invariably record the results of his inspection in the Register of Inspections maintained at the site of works for which tenders have been accepted by him by or a superior authority. He shall make final inspection of such works after completion thereof but before payment of the final bill.	2.2.51 No Change
No provision in existing OPWD Code	2.2.52 SE is responsible for the supervision and overall superintendence on the quality management of works. He shall inspect works from quality point with the help of one DEE/AEE (QA).



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.2.53 SE shall ensure that the physical and financial progress of all the works is updated by subordinate offices and the periodical reports and returns, due to the Headquarters Office or CE, are submitted in time.</p> <p>2.2.54 SE shall ensure that status of works under his jurisdiction is constantly updated on the electronic mode and that the staff employed in his jurisdiction is computer friendly. He shall also cause to implement all IT related applications in his Circle.</p> <p>2.2.55 SE is the key officer in the field to exercise control on budget allotted to the Divisional Offices under his control and its proper utilisation. He is expected to scrutinise the <i>demand of funds (allocation)</i> raised by Divisional offices and to ensure that <i>the Govt fund</i> or any other <i>fund</i> received by the Divisional Office is properly utilised.</p>
<p>No provision in existing code</p>	<p>2.2.56 The SE shall have a specific role to play for environment as well as social safeguard needs of the major projects which required environment and social impact assessment. The detailed duties and responsibility shall be as given in respective sections of this Code.</p> <p>2.2.57 He will help CE in fixing physical and financial targets of all units under his jurisdiction and monitor their progress.</p>
	<p>2.2.58 The SE shall inspect all works awarded by him and officers above him before finalizing the bill for the same.</p> <p>2.2.59 Superintending Engineer (Electrical) is responsible to Engineer-in-Chief/Chief Engineer for the administration and general professional control of Electrical Divisions/Sub-Divisions/ Sections under his charge. Broadly, his duties are analogous to those of Superintending Engineer laid down in Sub Head-III.</p> <p>2.2.60 He shall ensure that the estimates of electrical services of a project are prepared on sound basis, and in accordance with provisions of National Building Code, 2005 (with latest revision) as also those of Bureau of Energy Efficiency, wherever applicable.</p> <p>2.2.61 He shall be responsible for efficient and timely execution of electrical works of a project, and ensure that their progress keeps pace with the progress of civil works. In the course of his tours, he shall interact with the Superintending Engineers/Executive Engineers concerned of the civil wing and discuss issues or problems of mutual concern. He shall ensure that co-ordination meetings called by the latter are properly attended, either by him or the concerned Executive Engineer (Electrical) depending on the</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>circumstances and urgency.</p> <p>2.2.62 He shall ensure that preventive, periodic and routine maintenance of all electrical installations and appliances under his Circle are carried out effectively, and at the right time. He shall evolve proper system to redress User's complaints and maintenance of daily Status Report of Compliance. If required, he may, with the approval of the Chief Engineer, out-source maintenance services, and for special services enter into annual maintenance contracts.</p> <p>2.2.63 He shall finalise for approval of Survey Reports of such electrical equipment as has out-lived its useful life and has gone beyond economical repairs, in order that the same can be condemned and disposed as per the prescribed procedure.</p> <p>2.2.64 He shall evolve to ensure for proper and safe storage of out-of-season equipment/appliances, and further that the same are serviced properly before being brought back into use in the next season.</p> <p>2.2.65 He shall inspect the works and see that the system of their execution and management is satisfactory, that requisite site records are being maintained and that all procedures for safety of equipment and personnel are being duly followed.</p>
<p>No provision in existing OPWD Code</p>	<p>2.2.66 Superintending Engineer (Mechanical) is responsible to EIC/CE for the administration and general professional control of Mechanical Divisions/Sub-Divisions/ Sections under his charge. Broadly, his duties are analogous to those of SE, Civil laid down in Sub Head-III.</p> <p>2.2.67 He shall be responsible for short and long term planning with regard to the procurement, operation and maintenance of construction and earth-moving machinery, vehicles, trucks, road-maintenance vans, bridge-inspection units, bailey/ temporary bridging units, mechanical rigs and other mechanical equipment.</p> <p>2.2.68 He shall ensure that preventive, periodic and daily maintenance works of all machinery and vehicles are carried out timely, properly and cost effectively.</p> <p>2.2.69 He shall judiciously fix/review from time to time:</p> <ol style="list-style-type: none"> i. the number of working hours or kilometres any item of machinery or vehicle is expected to run in a year/month ii. consumption norms of POL (Petrol, Oil, Lubricants) per hour/kilometre and running charges.



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>He shall develop operating procedures to ensure that the said machinery or vehicles operate at the optimum level of efficiency and, in case of serious or recurrent slippages, conduct investigation as to the cause and take suitable curative, preventive or administrative action.</p> <p>2.2.70 He shall finalise for approval of Survey Reports of such machinery and equipment as has outlived its useful life and has gone beyond economical repairs, in order that the same can be condemned and disposed of as per the prescribed procedure.</p> <p>2.2.71 He shall develop the Operating Manual to ensure that central and regional workshops are managed efficiently and that proper records/procedures are maintained for efficient repairs/overhaul of machinery and vehicles with minimum downtime.</p> <p>2.2.72 He shall put in place proper Store Management System to ensure on time availability and spare management. He shall put into place systems and procedures to check and prevent pilferage of POL.</p> <p>2.2.73 He shall inspect the sites of work where Departmental machinery, plants and rigs etc. have been deployed and see that the system of their operation and management is satisfactory, that requisite logbooks are being maintained and that all procedures for safety of machinery and personnel are being duly followed.</p> <p>2.2.74 He shall inspect each Divisional Office under his charge at least once a year to examine initial accounts, divisional books, inventory records, manufacture accounts, maintenance manuals, and office work in general, etc.</p> <p>2.2.75 In the course of his tours, he shall interact with the CE/SE/EE concerned of the civil wing and discuss problems of mutual concern. He shall ensure that co-ordination meetings called by the latter are properly attended, either by him or the concerned Executive Engineer (Mechanical) depending on the circumstances and urgency.</p> <p>2.2.76 He shall submit, giving full justification and technical details, estimates for purchase of new machinery and vehicles to head office for sanction by the Government.</p> <p>2.2.77 He shall sanction the estimates for repair and maintenance of machinery and vehicles received from various Executive Engineers (Mechanical).</p> <p>2.2.78 In the case of Public Health Engineering Department, Superintending Engineer shall approve the</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>schedule of boring of tube wells submitted to him by Executive Engineer (Mechanical) prepared by the latter after getting the demand from field Executive Engineers (Civil).</p> <p>2.2.79 He shall, in consultation with the Engineer-in-Chief/Chief Engineer concerned, work out the requirement and configuration of bailey/launchable temporary bridges and arrange their procurement. He shall further ensure that these units are kept duly serviced and in ready-to-use condition for any eventuality. He shall also develop a trained work force to commission the bridges in the shortest possible time.</p> <p>2.2.80 He shall send to the Engineer-in-Chief a monthly utilisation report of each item of machinery under his charge and in the case of under utilisation of major machinery, propose suitable corrective action.</p>
No provision in existing OPWD Code	<p>2.2.81 <i>Superintending Engineer (e-Procurement)</i> will exercise control over the duties of the officers of the Department in connection with the e-Procurement module testing; training to officers and bidders, manning helpdesk, online monitoring of published tender and necessary feedback to Departments/PSUs, suggestion to NIC for e-Procurement module upgradation, blocking and unblocking of bidders login ID.</p> <p>2.2.82 He will prepare annually the portion of the budget estimates relating to establishment under his control and monitor the expenditure and deal appropriately with the saving an excess. He will ensure the prevention of large expenditure in the last months of the financial year.</p> <p>2.2.83 He will assist the CE-cum-Chief Manager (Technical) for supervision of the full roll out of end-to-end e-Procurement of the State relating to e-Procurement. He will assist the CE-cum-Chief Manager (Technical) for monitoring and auditing the online procurement activities (online log files) of procurement units.</p>
No provision in existing OPWD Code	<p>2.2.84 <i>Superintending Engineer (e-Procurement) as Nodal Officer</i> is responsible to the Govt in the Administrative Department for the efficient implementation of e-Procurement. He will exercise control over the procurement officers of the Department in connection with the creation of Departmental user in the e-Procurement module, intradepartmental transfer of officers, training to officers and bidders, monitoring of published tender and necessary feedback to the State Procurement Cell for e-Procurement module upgradation.</p>
<p>V. Divisional Officer Para-2.2.25.The executive unit of the Department</p>	<p>IV. Divisional Officer/Executive Engineer 2.2.85 Divisional Officer/Executive Engineer is responsible for the execution and management of all works</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>is the Division in charge of an Executive Engineer, who is called a Divisional Officer. He is responsible to the superintending Engineer of the Circle or Chief Engineer if the Division is directly under the control of the Chief Engineer, for the efficient execution and management of all works and in all matters within his Division. It is, therefore, a part of his duty to organise and supervise the execution of works and to see that they are suitably and economically carried out.</p>	<p>within his Division. He is responsible for administration of contracts, quality of works, their timely completion and finalisation of bills within a reasonable period after completion of work. He is responsible to the superintending Engineer of the Circle or Chief Engineer if the Division is directly under the control of the Chief Engineer, for the efficient execution and management of all works and in all matters within his Division. It is, therefore, a part of his duty to organise and supervise the execution of works and to see that they are suitably and economically carried out.</p>
<p>Para - 2.2.26.The Divisional Officer should ensure the preparation of plans and estimates for all works to be executed in his Division, any error in the sanctioned plan and any variation in the conditions at site and the sanctioned plans and estimates should be promptly set right to brought to the notice of higher authorities to get the defects remedied before the actual execution of work, as the case may be.</p>	<p>2.2.86 No Change</p>
<p>Para - 2.2.27.He should ensure prompt and efficient execution of works according to the terms of the contract; should ensure that no act is done to nullify or vitiate a duly executed contract; that materials are not issued to works in excess of requirements; that the cost of materials issued to contractors is recovered as per the terms of the contract, that the register of hire charges of tools</p>	<p>2.2.87 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>and plant is properly maintained and the hire charges are regularly recovered; and that site accounts of materials issued direct to works are maintained according to Rules.</p> <p>In case of works executed departmentally, he should see that the work is executed strictly according to the plan, design and specification; that materials are not issued to work in excess of requirement; that the hire charges of tools and plant engaged in the work are properly adjusted and that site accounts of materials are maintained according to rules.</p>	
<p>Para -2.2.28.He must inspect important works in his Division to ensure their execution according to the sanctioned plans and estimates of higher authorities.</p>	<p>2.2.88 No Change</p>
<p>Para -2.2.29.In order to ensure that his subordinate staff are performing their duties property, specially in respect of measurements of work, preparation and maintenance of muster rolls and work done by work charged establishment, he should inspect and test check all the primary records.</p>	<p>2.2.89 No Change</p>
<p>Para -2.2.30.Before passing a contractor's bill, he must satisfy himself that the work has actually been executed in accordance with the detailed measurements recorded and should check</p>	<p>2.2.90 No Change</p>



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measure the work; whenever necessary, in accordance; with the instructions contained in Appendix - II. He should see that payments due are promptly made in accordance with the prescribed procedure and terms of the agreement.	
Para-2.2.31. He is responsible for the preparation of the budget estimates of expenditure and revenue of his Division according to the Rules prescribed in the Odisha Budget Manual and instructions of the Controlling Officer issued from time to time. He is 91so responsible for obtaining necessary sanction for modification in allotment of funds, reappropriation and effective control over the expenditure in his Division.	2.2.91 No Change
Para-2.2.32. He is responsible for the timely and correct assessment and prompt recovery of such items of Government revenue and other dues collect through his Division and will maintain such records and accounts for the purpose as may be prescribed.	2.2.92 No Change
Para -2.2.33. He is responsible for careful collection of data necessary for the preparation of designs in the Designs Directorate.	2.2.93 He shall check the site and survey plans of important works prepared by the Sub Divisional Engineer regarding their accuracy and completeness before submission to authorities concerned. Also it is mandatory that the site is visited by DEE/AEE/AE/JE before the case is submitted to the Design Directorate.
Para-2.2.34. Divisional Officers are responsible for taking proper measures to preserve and maintain all Government works within their jurisdiction. They should keep accurate plans of Government	2.2.94 Divisional Officers are responsible for taking proper measures to preserve and maintain all Government works within their jurisdiction. They should keep accurate plans of Government lands borne on Departmental registers. They should also see that their sub ordinates make themselves acquainted with the boundaries and notify the District Collector under intimation to the Superintending Engineer.



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lands borne on Departmental registers. They should also see that their sub ordinates make themselves acquainted with the boundaries and see that Government land is not encroached upon.	
Para-2.2.35. It is the duty of the Divisional Officer to report immediately to the Chief Engineer through the Superintending Engineer any important accident or unusual occurrence connected with his Division and to state how he has acted in consequence (See paragraph 2-2-62(1) and 3-7-14).	2.2.95 No Change
Para-2.2.36. He should intimate the Collector of the district cases of unusual occurrence which may cause a law and order problem, under intimation to the Superintending Engineer.	2.2.96 No Change
Para-2.2.37. Any loss of cash, stores etc. caused by defalcation or otherwise when discovered should be immediately reported to the Superintending Engineer as well as to the Accountant General. Petty cases involving losses not exceeding Rs. 500 each need not be reported to the Accountant General unless there are in any case important features which merit detailed investigation and consideration.	2.2.97 Any loss of cash, stores etc. caused by defalcation or otherwise when discovered should be immediately reported to the Superintending Engineer as well as to the Accountant General. Petty cases involving losses not exceeding Rs. 10,000 each need not be reported to the Accountant General unless there are in any case important features which merit detailed investigation and consideration.
Para-2.2.38. Divisional Officers are strictly prohibited from commencing the construction of any work or extending public funds without the	2.2.98 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
sanction of competent authority and from making, or permitting any except trifling deviation from any sanctioned design in the course of execution except under specific authority or in case of emergency, when the change should be reported to the Superintending Engineer immediately.	
Para -2.2.39. Immediately on the completion of a work it will be the duty of the Divisional Officer to close the accounts of the work and prepare the completion report in the prescribed form. (See para 3-12-1)	2.2.99 No Change
Para-2.2.40 (a) The Divisional Officer should take necessary steps to obtain funds for the works and establishment under his control and submit accounts punctually for the money received and spent by him to the Audit Office according to the Rules and orders in force.	2.2.100 No Change
Para-2.2.40(b) He should maintain relevant initial records referred to in C.T.C. Vol. I in respect of personal claims of gazetted and non-gazetted Govt. servants of his establishment and exercise due scrutiny over the personal claims before the same are passed for payment as laid down in O. T. C. Vol. I.	2.2.101 No Change
Para-2.2.41. He should exercise a thorough check an efficient control over his Divisional Account. He should before submitting monthly accounts,	2.2.102 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
carefully examine the books, returns and papers from which the accounts are compiled. He has to ensure that the accounts furnished to the Accountant General are in accordance with the books maintained in the Division and they present a true and correct state of affairs.	
Para-2.2.42. He is responsible for the correctness of the original records of cash and stores, receipts and expenditure, in all respects and to ensure that complete vouchers are obtained.	2.2.103 No Change
Para-2.2.43. He should see that the Subdivisional Officer submit their accounts, various returns etc., complete in all respects on the due dates to the Divisional office.	2.2.104 No Change
Para-2.2.44. It is his responsibility to see that the accounts are regularly posted from day to day and that the Divisional Account carries out his duties regularly and promptly.	2.2.105 No Change
Para-2.2.45. He should undertake surprise verification of cash at least once a month in his own office and in the offices of the Subdivisional Officers periodically and record a certificate of verification in the cash book.	2.2.106 No Change
Para-2.2.46. He should pay prompt attention to all audit objections and reports and take steps to regularise the objections promptly and to avoid recurrence of irregularity of a similar nature. He	2.2.107 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
should see that replies to inspection reports and reports of Stores Verification Party are sent promptly.	
Para-2.2.47. He should pay special attention to the timely procurement, storage pricing, issue, proper utilisation and timely verification of stores in his Divisions. (See paragraph 5-4 6)	2.2.108 No Change
Para-2.2.48. The Divisional Officer is held primarily responsible for affording information in cases of probable excess of actual over the estimated cost of work and should report any such probability to the Superintending Engineer at-once, describing the nature and cause of the excess and asking for orders. This report should be made on the "York slip from Divisional Officers must also submit to the Superintending Engineer the work slip with such explanation as will enable him to pass orders in' the case, on the occurrence of any irregularity in the rate or cost of a sub-head. All important liabilities not brought into account should also be noted in the work slip. He need not, however, submit the work slip in cases in which he can pass the excess over estimates finally under the Rules.	2.2.109 No Change
Para-2.2.49. Every Divisional officer is responsible to see that the surveying and mathematical instruments in his Division are properly maintained and will report on their condition to the	2.2.110 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
Superintending Engineer at the end of each year. He should, at the same time take steps to-repair them where necessary. Any damage to the instruments due to neglect or carelessness should be properly enquired into the responsibility fixed.	
Para -2.2.50. It will be the duty of the Divisional officer concerned to furnish or Sub Treasury Officer, after due inspection, with to furnish Treasury Officer, after the certificate prescribed in S.R. 71 of the Odisha Treasury Code Vol. 1, as to the security of strong rooms used or proposed to be used for the storage of money or other valuable property. Note: Any selected sub-divisional officer may be deputed by the Divisional Officer.	2.2.111 No Change
Para -2.2.51. If so- required by the State Government the Divisional Officer concerned will inspect, at specified intervals and will report on, and suggest measures for the protection of any public monument or building of local architectural or historical interest, whether public or private property, which appear likely to fall into decay. It will be for the State Government to decide what steps are to be taken to obviate further neglect or destruction.	2.2.112 No Change
Para -2.2.52. The Divisional Officer in addition to his other duties will consider himself to be the ex-	2.2.113 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>Officio professional adviser of all Departments of the State Government within the limits of his charge. In connection with such matters, he will deal with the civil authorities within his jurisdiction and it will be incumbent on him to see that no undue formalities are allowed to interfere with the performance of those duties which are essential or pressing.</p>	
<p>Para -2.2.53.Every Divisional Officer will inspect all Subdivisional Offices, all independent Sectional Offices and some of the other Sectional Offices, in his Division at least once a year and record the results or such inspection in the prescribed manner. He must have the accounts of each of the Subdivisional Officer under his jurisdiction (cash, stock, stores, tools & plant etc.) inspected by his Divisional Accountant twice a year. He is required to make it his special duty during his tours to see that measurement books are carefully kept and measurements properly recorded and that they are complete records of the actual measurements of each kind of work done for which certificates have been granted. He should also see that any order of the Govt. regarding check measurement is duly observed. Note: Appendix II may be seen for rules regarding test check of measurement by superior officers.</p>	<p>2.2.114 No Change</p> <p>Note: Para 5.1.5 of OPWD Manual may be seen for rules regarding test check of measurement by superior officers.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>Para -2.2.54.Every Divisional Officer is responsible for the proper upkeep and utilisation of all the special tools and plant in his Division and should report their condition to the Superintending Engineer at the end of each working season. Any damage to the special tools and plan due to the neglect or carelessness should be properly enquired into and responsibility fixed. He should at the same time take steps to have their repair and bring them to proper working condition.</p>	<p>2.2.115 No Change</p>
<p>Para -2.2.55.It is the duty of every Divisional Officer to inspect every important work under his jurisdiction at least once a year and furnish a report on its condition to the Superintending Engineer with suggestions for improvement repair or otherwise as specified in the statutory or executive instructions issued by each Department.</p>	<p>2.2.116 No Change</p>
<p>Para-2.2.56.It should be the duty of the Divisional Office to review the Register of Agreements once a month. As soon as a work under an agreement is completed, he should ensure that the final measurements are recorded and duly checked by the competent authority within three months from the date of completion of the work. He should see that the bill is finalised as early as possible.</p>	<p>2.2.117 No Change</p>
<p>Para-2.2.57.The Divisional Officer should review</p>	<p>2.2.118 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
the register of purchase orders once in a month to see that suppliers are made according to the terms specified in the purchase orders. Whenever suppliers are not made within the stipulated time, he should investigate whether the materials are still required or not and accordingly take steps to extend the time delivery or cancel the purchase order in full or part. He should also ensure that the rates allowed in the supply orders are competitive and reasonable and that the goods are brought at the D.G.S. & D. rates wherever available.	
Para -2.2.58. The Divisional Officer should prepare the completion plan for record and submit to the Designs Directorate or rather authorities as required.	2.2.119 No Change
Para - 2.2.59. The Divisional Officers under the Chief Engineer, Roads & Buildings are responsible for issuing certificates of fair rent and cost of buildings hired by Government for public purposes. The Divisional Officer may also empower the Sub-divisional Officers working under him for issue of such certificates. Other Divisional Officers are responsible for the issue of certificates of fair rent in respect of buildings hired by Government for use in their respective branches of Department concerned.	2.2.120 No Change
Para -2.2.60. The duties indicated in the preceding	Deleted



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paragraphs are illustrative and not exhaustive.	
No provision in existing OPWD Code	<p>2.2.121 Divisional Officer, being the primary disbursing officer of the division, is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of the accounts of the transactions correctly. He is responsible for the arrangements for the account keeping and he must see that the accounts are posted from day to day and that Accountant carries out his duties regularly and punctually.</p>
	<p>2.2.122 Divisional Officer shall ensure that demand of <i>fund</i> is raised correctly and applied to the work/objective for which it has been issued and not diverted elsewhere. He shall also ensure that funds for deposit works are utilised only for the specific works for which they were received.</p>
	<p>2.2.123 Divisional Officer will periodically brief the District Collector concerned about the activities of the Department and take his assistance wherever required.</p>
	<p>2.2.124 Divisional Officer is responsible to achieve co-ordination with the concerned Executive Engineer, Electrical and Executive Engineer, Public Health Engineering Department, in the execution of building projects under his charge. He shall also keep liaison with architects for timely supply of building drawings and details.</p>
	<p>2.2.125 Divisional Officer shall in co-ordination with Executive Engineer, Mechanical ensure that all Departmental machinery under his charge is properly manned and adequate arrangements are made for its safe housing, proper upkeep and periodical overhauling. Divisional Officers of DoWR and H & UD shall take similar action in the matter of maintenance of Departmental machinery.</p>
	<p>2.2.126 Divisional Officer shall check each work in his Division. The instructions <i>with regard to detailed procedure</i> for such checks can be issued <i>by the</i> Engineer-in-Chief or the Government. The Divisional Officer shall check at least 5% of principal items of every major work. Checks shall be exercised at different crucial stages as the work progresses. The fact of his having exercised the check and the portion checked shall be duly recorded in the measurement book.</p>
	<p>2.2.127 Divisional Officer shall maintain the record of land/building given by the Government on lease, along with realisation of lease money. Renewal of such lease deeds shall also be checked from time to time, at least <i>once in a year</i>.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.2.128 Divisional Officer shall be responsible for proper operation and maintenance of works/assets in his jurisdiction. He shall maintain the records of assets of which he is in-charge and keep them up-to-date. Any addenda/ corrigenda should be notified to the Superintending Engineer annually.</p>
	<p>2.2.129 Divisional Officer shall exercise necessary vigilance in reporting the encroachments under his jurisdiction to Police & Civil administration and pursue its checking/removal.</p>
	<p>2.2.130 Divisional Officer, in consultation with Superintending Engineer, shall coordinate training of all categories of staff under his jurisdiction, and maintain proper record of the training undergone and required to be imparted to the staff.</p>
	<p>2.2.131 Divisional Officer in the Department of Water Resources shall perform revenue related duties assigned to him as per the Revenue Department. He shall also ensure that all flood protection works are completed as per schedule. He shall also be responsible for proper regulation of water as per authorisation in his jurisdiction.</p>
	<p>2.2.132 Divisional Officer shall approve designs and drawings of all petty work and shall approve designs and drawings of petty works and in case of structures of canals, drains, components of water supply network, sewer appurtenant works i.e. manholes, inspection chambers etc.</p>
	<p>2.2.133 Executive Engineer posted in the Headquarters Office will perform duties of his charge, besides any such duty as may be assigned to him by the Engineer-in-Chief/ Chief Engineer. Even Executive Engineers in the field can be assigned any additional duty/responsibility by the State Government.</p>
<p>No provision in existing code</p>	<p>2.2.134 The EE shall have a specific role to play for environment as well as social safeguard needs of the major projects which required environment and social impact assessment. The detailed duties and responsibility shall be as given in respective sections of this Code.</p>
	<p>2.2.135 Divisional Officer (Electrical) is in-charge of the Electrical Division, and is responsible through the Superintending Engineer (Electrical) to the Chief Engineer concerned for the efficient, smooth and proper working of his Sub-Divisions. Broadly, his duties are analogous to those of Divisional Officer laid down in Sub Head-IV.</p> <p>2.2.136 He shall be in direct and independent charge of execution of electrical works of his Division and maintenance of electrical installation works under various Departments.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.2.137 He shall scrutinise the estimates of Electrical works for execution or for suitably incorporating in the main estimate of the project and schedule the execution of electrical works matching with the execution of civil works. He shall also ensure and be responsible for the correctness of preparing bills and passing thereof of electrical works.</p> <p>2.2.138 He shall be responsible for ensuring quality of execution of electrical works and shall carry out specified test check of measurements.</p> <p>2.2.139 He shall look to the safety aspects of all electrical systems during construction, operation and maintenance phases. He shall evolve proper periodical maintenance schedule of electrical installations and equipment.</p> <p>2.2.140 He shall coordinate with the State Electricity Department/Board.</p> <p>2.2.141 He shall check the lightning conductors on the buildings under the charge of various Departments are tested once a year and a report is submitted to the Superintending Engineer, Electrical.</p> <p>2.2.142 The lightning conductors on the police magazines and jail buildings are tested once a year and test certificates are issued to Superintendent of Police/Superintendent Jail concerned also the electrical installations in all administrative offices, under his charge, are tested quarterly and that certificates are issued to the offices concerned.</p> <p>2.2.143 He shall interact with the Executive Engineers concerned of the civil wing and discuss issues or problems of mutual concern. He shall ensure that coordination meetings called by the latter are properly attended, either by him or the Sub-Divisional Engineer (Electrical) concerned, depending on the circumstances and urgency.</p>
	<p>2.2.144 Divisional Officer (Mechanical) is in-charge of the Mechanical Division, and is responsible through the Superintending Engineer (Mechanical) to the Chief Engineer concerned for the efficient, smooth and proper working of his Sub-Divisions. Broadly, his duties are analogous to those of Divisional Officer laid down in Sub Head-IV.</p> <p>2.2.145 He shall issue instructions regarding parking/safe storage of vehicles/ machinery not currently in use and their maintenance and up-keeping of logbooks.</p> <p>2.2.146 He shall see that the machinery and vehicles under his charge operate at the prescribed level of</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>efficiency and fuel consumption norms. As far as possible, idling and breakdown period of machinery shall be kept down to the minimum. He shall submit to the Superintending Engineer a monthly utilisation report of every piece of machinery under his charge and in the case of under utilisation of major machinery, propose suitable corrective action.</p> <p>2.2.147 He shall initiate estimates for purchase of new machinery and special repair/ maintenance estimates of machinery for sanction of the competent authority. He shall also arrange materials like spare parts, tyres and tubes, batteries, POL and other miscellaneous store items for working of machinery and its repair and maintenance.</p> <p>2.2.148 He shall initiate proposals for condemnation of machinery and vehicles which have out-lived their economic life and have crossed the stage of economical repairs and, on receipt of sanction, arrange condemnation and disposal as per the prescribed Govt. procedure.</p> <p>2.2.149 He shall prepare annually survey reports of surplus/ obsolete spare parts and old/ used/unserviceable parts for sanction by the competent authority, and on approval, arrange their disposal, as per prescribed procedure.</p> <p>2.2.150 He shall achieve co-ordination with concerned Executive Engineers (Civil) regarding working, repair and maintenance of machinery deployed on works.</p> <p>2.2.151 He shall ensure that bills are raised for working of machinery and realised/adjusted regularly against works by all the Departments under Govt.</p>
<p>No provision in existing OPWD Code</p>	<p>2.2.152 <i>Manager (Administrator) cum Executive Engineer in Procurement Cell act as D.D.O. of the State Procurement Cell. He will ensure that the registers of IT-ICT, furniture and consumables are maintained up-to-date. He will undertake actions related to the administration of the State Procurement Cell's Human Resource activities. He will assists with organisation of training courses and workshops related to staff development. He will supervise module testing, training to officers and bidders, helpdesk, online monitoring of published tender, e-Procurement module upgradation, blocking and unblocking of bidders login ID. He will assists the SE (e-Procurement) and Chief Engineer-cum-Chief Manager (Technical) for supervision of the full rollout of end-to-end and monitoring and auditing of the online e-procurement activities.</i></p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>VI. Sub-Divisional Officer Para -2.2.62.Each Division is divided into a number of Subdivisions which are kept in charge of Sub-divisional Officers. A Sub-divisional Officer is responsible to the Divisional Officer in all matters concerned with the efficient management and execution of works within his Subdivision.</p>	<p>V. Sub-Divisional Officer (DEE/AEE/AE) 2.2.153 No Change</p>
<p>Para -2.2.62.The Sub-divisional Officer should amongst other items of duties pay particular attention to the following: a. Timely and careful field survey and investigation, preparation of plans and estimates including revised estimate for all works to be done in his Subdivision. Any mistake in sanctioned plans and any variation in the conditions as site and the sanctioned plan should be promptly brought to the notice of the Divisional Officer so as to get the defects remedied before actual execution of the work.</p>	<p>2.2.154 No Change a. No Change</p>
<p>b. Prompt and efficient execution of work according to the terms of each contract. He should ensure that no act is done to nullify or vitiate a duly execute contract that materials are not issued to work in excess of requirement; that the cost of materials issued to the contractor are recovered as per the terms of contract; that the Register of Hire charges of tools and plant lent to contractors is</p>	<p>b. No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
properly maintained and hire charges regularly recovered; and that site accounts of materials issued to works are maintained according to Rules. Note: It is an invariable principle that unstamped hand receipt should be obtained when materials are issued either to a worker or a contractor.	
c. He must regularly inspect works in his Subdivision to ensure their execution according to sanctioned plans, estimates, specifications and orders of higher authorities.	c. No Change
d. In order to ensure that his subordinate staff are performing their duties properly, specially in respect of measurement of works, preparation and maintenance of muster rolls and work done by work charged establishment, he should regularly inspect and check these primary records. He should also ensure that all unused materials of the Department are brought into account.	d. No Change
e. Before preparing a bill, he must satisfy himself that the work has actually been executed in accordance with the detailed measurements recorded and personally inspect all works of any magnitude before recommending final payment in connection therewith. He must satisfy himself about the correctness of the previous and current measurements and must also take measurement of all important works and check-measure the	e. No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
prescribed percentage of measurements as laid down in the Appendix-II of this Code. He must satisfy himself about the correctness of all the measurements recorded.	
f. He is responsible to see that proper accounts of stores and tools and plant are maintained in his Subdivision in accordance with the prescribed Rules and procedure and the periodical returns connected therewith submitted to the Divisional Officer punctually and in a complete form. He must physically count all the articles of stock in the Subdivision twice a year and submit a report to the Divisional Officer of all articles of stock which are not likely to be required during the following twelve months. A: certificate regarding the actual verification of stock should be recording in the stock books under his dated signature. Similarly, verification of tools and plant articles and materials at side should be conducted annually on the prescribed date and a report submitted promptly of the results of the verification to the Divisional Officer. At the time of change of incumbency, the stores in the personal custody of the Subdivisional Officer should be physically verified.	f. No Change
g. He should ensure that all serviceable surplus materials at site of works which have been	g. No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
completed, abandoned or stopped indefinitely are utilised in other works within a reasonable time or transferred to works in progress or brought into the stock accounts with the prior approval of the competent authority so as to effectively ensure utilisation of all useful materials without any loss to Government.	
h. He will take necessary steps to obtain the cash and stores for works under his control and to keep accounts in the prescribed manner and submit them completely and punctually to the Divisional Officer as prescribed under the Rules in force. Case book, initial accounts and other registers prescribed under the appropriate Rules should be maintained and periodical returns in respect of them submitted to the Divisional Officer promptly and punctually. He should verify the case balance by actual counting at frequent intervals apart from doing so at the time of closing of the month. Before submission of his monthly accounts to the Divisional Officer he should again carefully examine the works returns and papers from which the accounts are compiled as it is his responsibility to ensure the correctness in all respects of the entries of the transactions made in these primary records with reference to vouchers and receipts.	h. No Change
i. He is responsible for the preparation of	i. No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
budget requirements of expenditure and revenue of his Subdivision and for obtaining the necessary sanction for modifications in allotment of funds, reappropriation and for effective control of expenditure.	
j. He should maintain the prescribed registers in respect of all items of assets such as land, buildings, trees, canals, other structures, boats, motor launches and all special tools and plant and is responsible for the proper care of all Government properties in his jurisdiction.	j. No Change
k. He is responsible for the correct assessment and prompt recovery of all Government revenue and other dues relating to the Development under his jurisdiction.	k. No Change
l. He must report immediately any unusual, extraordinary or peculiar occurrence, which takes place within his subdivision to his Divisional Officer and to any other authorities as may, be necessary.	l. No Change
Para 2.2.63. The duties indicated above are illustrative and not exhaustive.	Deleted
No provision in existing OPWD Code	2.2.155 SDO shall prepare site and survey plans required for planning of building works or other structures. He shall ensure that these plans are accurate, fully dimensioned and detailed, with proper co-ordinates, and that the levels are related to the nearest GTS (Great Trigonometric Survey) bench mark (which should be identified). The position and formation /plinth/bed levels of the nearest road/important structure/drain/sewer/water main/sewer appurtenant should also be given. For any inaccuracy, he shall be held personally responsible.



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.2.156 He shall arrange and supervise the actual execution of all works in the Sub- Division in accordance with sanctioned estimates, specifications and drawings. In case of original works, he shall invariably check all layouts (Nishans) himself and see that they have been correctly given in accordance with sanctioned plans. He is to check the foundations of all important structures, bridges, buildings, canals, irrigation structures and ensure that they are sound and to record the measurements in the measurement book in his own hand. He shall also check the underground work before it is covered up, including founding levels, reinforcement, concreting and masonry work. SDO shall ensure that during the execution of work all relevant record such as copies of estimate and agreement, quality control registers, basic testing equipment, site order book, and other necessary documents are available in his office/at site.</p>
	<p>2.2.157 He shall be responsible for proper operation and maintenance of assets in his jurisdiction, and maintenance of their records. He shall keep watch that no Government land or property is encroached upon and no unauthorised construction is allowed to be done. He shall further see that property in his charge is kept in a proper state by timely action and wise utilisation of Government funds, with the sanction of the competent authority.</p>
	<p>2.2.158 SDO shall check the foundation of every work and see that it is sound. He shall check the founding level of all structures including embankments. Length of works e.g. roads, canals, pipelines, sewers, etc. shall similarly be checked/recorded 100% by the SDO himself. Regarding other items of all minor and major works, he shall check 50% quantities of the work if the work is at his headquarters and 25%, if outside. The SDO shall remain in constant and close touch with the day to day work of the Junior Engineers and should see that measurements are taken in due time and got checked.</p>
	<p>2.2.159 SDO shall report immediately to the DO any serious accident or unusual occurrence resulting in serious injury to or death of any person or damage to any work or property in his charge.</p>
	<p>2.2.160 SDO shall personally examine all the Standard Measurement Books of the Sub-Division, once a year, and have them up-dated in case of any additions/alterations.</p>
	<p>2.2.161 SDO shall check all the stores in his Sub-Division twice a year and T&P articles once a year. Surplus, unused or unserviceable material at site or in the store shall be properly accounted or disposed of as per prescribed procedure.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	2.2.162 SDO shall exercise proper care for safe custody of Government cash and maintain proper account of cash receipt/expenditure.
	2.2.163 When posted in Head Office/Circle Office, SDO shall perform the duties assigned to him by the Engineer-in-Chief/Superintending Engineer respectively.
No provision in existing OPWD Code	2.2.164 <i>Dy. Manager (e-Procurement) in the rank of A.E./D.E.E. will responsible of creation of Tender, creation of Corrigendum/Addendum/Cancellation of Tender, Opening of Bid, Evaluating Bid, Introduction, development and implementation e-procurement within the State, including the development and improvement of training and skills of stakeholders involved In the e-Procurement environment within the State. He will also be responsible for Module testing, training to officers and bidders, manning the helpdesk, online monitoring of published tender and necessary feedback to Departments/PSUs. He will assist the SE/EE (e-Procurement)/CE-cum-Chief Manager (Technical) for supervision of the full rollout of end-to-end e-Procurement of the State relating to e-Procurement and monitoring and auditing of the online procurement activities.</i>
VII. Sectional Officer Para-2.2.64. Each Subdivision is divided into a number of Sections which are kept in charge of a Junior Engineer or Sub-Assistant Engineer and others who may be designated as Sectional Officer.	VI. Section Officer (AE/Junior Engineer) 2.2.165 No Change
Para-2.2.65. Sectional Officers are responsible for all matters connected with the efficient management of the Sections to their Sub Divisional Officers or their Divisional Officers direct, in cases where the Sections are directly under the charge of the Divisional Officer.	2.2.166 No Change
Para -2.2.66. Sectional Officers should pay particular attention to the followings among other	2.2.167 No Change



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>items of duties –</p> <p>a. Timely and careful field survey and investigation and preparation of plans and estimates entrusted to their charge. Any mistake in sanctioned plans and, any variation between the conditions at site and the sanctioned plan should be promptly brought to the notice of the Sub Divisional Officer or the Divisional Officer concerned with a view to get the defects remedied before actual execution of the work.</p>	<p>a. No Change</p>
<p>b. Timely and efficient execution of work entrusted to their charge.</p>	<p>b. No Change</p>
<p>c. Proper maintenance of muster rolls and record of work charged establishment</p>	<p>c. Proper maintenance of muster rolls and record of work charged establishment and assist in preparing and disbursing wages of Casual Labour Roll.</p>
<p>d. Proper upkeep of measurement books issued.</p>	<p>d. No Change</p>
<p>e. Record of measurements in the measurement books of all works done by contract or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.</p>	<p>e. No Change</p>
<p>f. Proper preservation and care of tools and plant, stock and other stores kept in their charge.</p>	<p>f. Keep in safe custody, scientific, and mathematical instruments, tools & plant including machinery, pipes and accessories, spare parts of tools & plant, furniture registers, and work files of the section office and Measurement Books and Field Books issued to him and handover the above while on transfer, as directed by the SDO.</p>
<p>g. Timely submission of budget, accounts and prescribed returns etc. to the Sub Divisional Officers concerned.</p>	<p>g. No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
h. Correct assessment and prompt collection of revenue entrusted to their charge.	h. No Change
<p>Para -2.2.67.The Sectional Officers must report immediately any unusual, extraordinary or peculiar occurrence connected with their Sections to their Sub Divisional Officers and other authorities as may be necessary.</p>	<p>2.2.168 No Change</p>
<p>Para -2.2.68.The duties indicated above are illustrative and not exhaustive.</p>	<p>Deleted</p>
<p>No provision in existing OPWD Code</p>	<p>2.2.169 Assist in checking the detailed estimates for works and submit notes for issuing technical sanction or forwarding to higher offices. 2.2.170 Assist the SDO in inviting tender, prepare tender schedule, acceptance of tender, executing agreement for works, passing bills and making payments and submitting notes for issuing orders. 2.2.171 Assist the SDO to conduct joint inspection with revenue staff for verification of improvements and submit verification report for taking possession of acquired land. 2.2.172 Assist the superior officers in field work and submit the documents, reports etc. to the higher officer under due authentication by affixing signature.</p>
<p>VIII. Divisional Accountant Para -2.2.69.To assist the Divisional Officer in the discharge of his responsibilities regarding accounts and financial regularity of the transactions of the Division, a Divisional Accountant is posted to each Divisional Office by the Accountant General. The Divisional Accountant is responsible to the Divisional Officer for the correct compilation of accounts. He will exercise all the functions of the Treasury Accountant so far as check personal</p>	<p>VII. Divisional Accountant 2.2.173 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>claims of gazetted non-gazetted persons are concerned whose pay is drawn by the Divisional Officer by cheque.</p> <p>Para - 2.2.70. To enable him to perform the functions as an accountant, internal checker and financial assistant, he is treated as a senior member of the Divisional Office Establishment. The relative position of a Divisional Accountant to the Divisional Officer in respect of accountant is analogous to that of Sub-Divisional Officer to the Divisional Officer in respect of works. Other duties and responsibilities of the Divisional Accountant are to be governed in accordance with relevant provisions of the C.P.W.A. Code.</p>	<p>2.2.174 No Change</p>
<p>No provision in existing OPWD Code</p>	<p>2.2.175 Preparation of budget annual plans, 5-year master plan, making proposals for re-appropriations etc. under instructions from the DO.</p> <p>2.2.176 Scrutinising contractor bill and put up notes on financial aspects and to bring to the notice of the DO, any complication relating to work while passing bills.</p> <p>2.2.177 Safe custody of agreements, power of attorney for works and bank guarantees and also ensure timely action to extent the validity or encashment of Bank Guarantee. He shall also maintain the register for records.</p> <p>2.2.178 Assist the Stores Officer and Custodian of Stores by maintaining the proper accounts of transactions <i>where stores for T&P and materials charged to works are existing</i>. Carrying out any duties specially assigned to them by superior officers.</p> <p>2.2.179 <i>The Divisional Accountant shall be responsible for correct accounting, any financial irregularity, irregular payment, excess payment, audit compliance, scrutiny of all vouchers, audit angle, ensure</i></p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<i>compliance with Code, contracts, diversion of fund etc.</i>
No provision in existing OPWD Code	<p>VIII. Ministerial Staff</p> <p>2.2.180 Duties of other staff shall be laid down by Department in its Manual. Wherever such duties are not that defined, these shall be analogous to the duties of the employees working in other Departments.</p>
No provision in existing OPWD Code	<p>B. Accountabilities of Officer</p> <p>2.2.181</p> <p>a. All the officers of OPWD shall be accountable to ensure highest order of performance to discharge the assigned duties and responsibilities.</p> <p>b. Every officer shall be responsible and accountable to carry out any duties as assigned to him by the Government or the superior officers and shall also be accountable for the duties and responsibilities assigned to the subordinate officers reporting to him in the office.</p> <p>c. Every officer shall be accountable for the protection of Government property entrusted to his charge.</p> <p>d. During emergencies and unforeseen circumstances every officer must protect and safeguard the interest of the State.</p> <p>e. OPWD officers controlling works shall be accountable to ensure that the provisions of safety code and protection arrangements are strictly adhered to.</p> <p>f. Every officer shall be accountable to ensure that minimum destruction/disturbance is caused to individuals or community in terms of loss of physical assets, access and livelihood in project preparation and execution.</p> <p>g. All the officers shall ensure that all the information made available to them during the course of their employment with the Department is to remain highly confidential. In general, officer shall not issue or make public statement concerning the public works Department's operations or release information on any operational matter.</p> <p>h. Every officer is accountable under "Right to Information Act- 2005"</p> <p>i. Engineer in-charge is accountable of checking the bank guarantee submitted by contractor and its verification of genuineness from banks. They must also ensure its revalidation from time to time.</p> <p>j. Engineer in charge is accountable in case of mobilisation advance of machinery and hot mix plant</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>brought at site to meet the site requirement and to ensure that the said machinery is not hypothecated elsewhere, thus safeguarding 'Advances'.</p> <p>k. Engineer in charge shall be accountable 'excess' spending than the approved project cost.</p> <p>l. Engineer in charge shall be accountable for quality of material used in the project as against specification/requirements laid down in the tender document</p> <p>m. Engineer in-charge shall be accountable, if the submitted data of sub-soil investigations for execution of the project does not match with the actual site conditions/borehole test.</p> <p>n. Engineer in charge shall be accountable for placement of reinforcement and for all hidden works.</p> <p>o. <i>Engineer in charge shall be responsible for enforcement of all terms and conditions in a contract under operation in his jurisdiction in order to ensure achievement of overall objective enshrined in the contract.</i></p>
No provision in existing OPWD Code	2.3 Establishment
	<p>2.3.1 Establishment of each Department normally consists of engineering establishment, subordinate engineering establishment, drawing establishment, office establishment, revenue establishment, accounts and audit establishment, research laboratory establishment, information technology (IT) establishment and others.</p>
	<p>2.3.2 Recruitment and conditions of service of each category and rank of staff are regulated by separate Service Rules of each Department. However, the HODs shall ensure that all such rules are re-examined at least once in five years to determine as to whether any amendments are warranted in these service rules and accordingly shall take steps to ensure such amendments at the earliest. They shall carry out the first such exercise immediately after the application of this Code to ensure that the service rules are in conformity with the provisions of this Code.</p>
No provision in existing OPWD Code	2.4 Establishment Matters
	<p>2.4.1 Recruitment to various services and posts is regulated by the provisions in Service Rules relevant to the specific establishment. If, in a particular case, the Service Rules are not available, recruitment shall be regulated by the procedure laid down by the appointing authority after taking approval of the State</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>No provision in existing OPWD Code</p>	<p>Government. In no case, the system of recruitment should be such that there are allegations of bias or lack of transparency. In the case of recruitment to technical posts, there shall be a written examination (containing at least some subjective part) to judge the technical knowledge of the applicants.</p>
	<p>2.4.2 The <i>Secretary of Administrative Department</i> and the <i>Engineer-in-Chief</i> concerned shall <i>take appropriate steps in consultation with Finance and P&C Department of the GOO</i> to ensure regular recruitment to engineering and other services <i>during each financial year</i>, taking into account expansion of activities of the Department, retirement/attrition of officers and requirements of deputation and training. Cadre review shall be done every five years to ensure reasonable carrier progression/opportunities for officers at various levels.</p>
	<p>2.4.3 Promotion is the advancement/career progression of an employee from one job level to a higher one, often with increase of salary. Sometimes, the job itself may be upgraded. Promotions shall be governed by Service Rules relevant to the cadre concerned; and in their absence, by the procedure laid down by the appointing authority with the approval of the State Govt. HODs shall cause to initiate and send the cases of promotion sufficiently in advance so as to facilitate the promotion orders to be issued well before the due date. In all such cases, where the final authority vests with them or the officers subordinate to them, they should ensure timely action.</p>
	<p>2.4.4 For writing of Confidential Reports, 'Consolidated Instructions Regarding Confidential Reports' issued by Odisha Government shall be followed. The reporting officer shall appraise the assessed employee objectively. Wherever possible, well-defined performance factors and criteria against which to assess, should be prescribed and if need be, self-appraisal proformas be developed for the purpose. The proformas for writing Confidential Reports (CR) shall be revised and structured to suit the requirements of the concerned category of staff so as to bring out adequately the performance and relevant traits of the employee under report. These proformas shall be reviewed at least once in five years by the respective appointing authorities. The State Govt. has already issued instructions that the HODs shall ensure that the performance appraisals are completed in time and any adverse reports are also conveyed to the officer/official reported upon in minimum possible time, not more than prescribed under the relevant rules/instructions.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.4.5 As regards punishment, including suspension, removal or dismissal, the Odisha Civil Services Rules, along with accompanying instructions relating to these rules shall apply. The appointing authorities shall ensure that the charge sheets and decisions on them are not unnecessarily delayed. The tendency to issue charge sheets against the employees on the verge of their retirement shall be strictly avoided. Efforts should be made so that charge sheet is not issued during the last six months of the retirement of an individual, unless it pertains to the work and conduct of the employee in that period. In case the charge sheet against the employee for his conduct during the period earlier than the last six months of retirement becomes essential, reasons for such an eventuality shall be provided and an inquiry conducted as to who delayed the disciplinary action and responsibility fixed for the said delay. Every attempt shall be made that on the date of retirement of an employee, all his retirement documents and retirement benefits are duly finalised, unless there are cogent, extenuating circumstances to justify the failure to do so. The co-operation of the employee is also essential as he shall submit all papers sufficiently in advance and get the no dues from various sections urgently. He shall also get his provident fund statements tallied beforehand.</p>
No provision in existing OPWD Code	<p>2.4.6 The service record of the employee shall, inter alia, also contain fingerprints and post card size photograph (preferably digitised on the web) of the employee (the latest photograph to be added every five years). A system shall be introduced to issue a unique Personal Service Identification Number (PSIN) on first appointment, which shall be used in all service matters.</p> <p>2.4.7 As regards other service matters, Odisha Civil Service Rules shall apply.</p> <p>2.4.8 Every Government employee of all Departments shall be bound by Odisha Govt. Employees Conduct Rules, 1962. It becomes further necessary that no employee shall have personal financial interest in a work for which he is responsible to Govt. It is forbidden for a Govt. servant acting on behalf of the Govt. to issue a work order to, or sign a contract in favour of, or buy materials for Govt. work from any person who is related to him or in whose activities he is privately interested. Unless the term 'relation' is specifically defined in the context of a particular matter, it shall mean the first blood relation of the employee or the spouse.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.4.9 Every member of the Department must consider that his pay, for the time being, or as defined in any agreement, is his sole legal remuneration from the service, and that the receipt of any consideration, directly or indirectly, on account of any business or transaction (including arbitration work, etc.) is prohibited, unless specifically allowed by the State Govt. The employee shall be expected to inform about any financial receipt other than pay to his appointing authority within 15 days of the receipt and/or acceptance of a work where some remuneration or honorarium is committed in future. Any fee, honorarium to Govt employees shall be subject to OGFR.</p>
<p>No provision in existing OPWD Code</p>	<p>2.4.10 Consistent with the policy of the Govt. each Department shall take measures to improve the quality of human resources in terms of exploiting the employee's potential, career advancement and developing the employee for better performance and occupying senior positions.</p> <p>2.4.11 There should be comprehensive plan for Research & Development, Training & HRD in respective field of Departments. Training strategy shall be planned to have induction level training for those newly recruited in the Department and also in-service training for the staff at all levels working in the Department. The training could be on job and external training. This shall include necessary strategy/guidelines for selection of training, trainees, resource persons, conduct of scientific training need analyses, curriculum development, development of training plans, dedicated budget requirement, training management strategy including need for a dedicated HRD Cell within every Engineering Departments engaged in public works. At least 3% of the annual administrative budget shall be earmarked for training purposes and at least 50% of the staff at all levels shall be imparted training every year in the fields of requirement for the capacity building of the Department.</p> <p>2.4.12 The Engineering Departments shall have a training organization headed by a Chief Engineer to cater to the training needs of the Department. Apart from in-house training for some basic courses, the Department shall tie up with Engineering Departments, State level academic institutions and national level bodies imparting training in respective field like Indian Academy of Highway Engineers (IAHE), Central Road Research Institute (CRRI) and Administrative Staff College of India (ASCI) and other specialised body in respective fields for imparting training for their cadres. The HRD Policy implementation and the Training</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>program as well as the indicative course content for induction level & in-service training for Odisha Works Department are given as Appendix XIV of OPWD Manual. Other Department in charge of Public Works may use these details for customizing their training policy and program as per their needs.</p> <p>2.4.13 Each Department shall put in place suitable measures to keep the personnel enthusiastic towards the job, and motivated for higher efficiency and productivity. Suitable incentives, awards or rewards may be instituted as felt necessary for any category of employees.</p> <p>2.4.14 All Departments engaged in public works shall have well defined organisational structure where the role of every officer is clearly defined. The complete line of command right from Principal Secretary/Secretary/EIC cum Secretary to EIC to CE to SE to EE to DEE/AEE to AE/JE shall be clearly defined and each post in the organisation shall be optimally utilised. The organisational structure shall be reviewed and restructured at least every 5 years to cater to the changing needs of the Department.</p> <p>2.4.15 All the Departments shall have well defined recruitment rules for all entry level post as well as promotional posts.</p> <p>2.4.16 Postings and transfers shall be done in accordance with Government rules and instructions. As far as possible, the officers shall be rotated to work in different disciplines of the Department. The transfer policy should ensure the working efficiency of the Department as well as welfare of all segments of staff and officers both technical as well as general. The tendency on the part of the employees to approach political authority for transfers and postings should be discouraged, and in the case of any employee found doing so, the fact should be recorded in his personal file.</p> <p>2.4.17 For skill development of construction workers suitable vocational programs and training shall be organised at Regional level in-house or by tie up with organization like Industrial Training Institutes (ITI) and other similar organisation. Engineering Department shall tie up if necessary with organisation who impart such skill development training.</p> <p>2.4.18 The Human Resource Management System (HRMS) shall be made fully functional and all establishment functions of the Department, such as transfer, posting, nomination for training and other HRM functions shall be computerised.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>2.4.19 A well-defined system for handling complains and their redressal shall be made fully functional. The complains could be for fraud/corruption/quality in all construction as well as maintenance activities of the Department and also HRM issues. The system shall maintain records of all complains received and shall monitor its status of the follow up. The implementation of the system shall be monitored by EIC of respective Engineering Department. The mechanism shall also include provision for follow up investigation of substantial complains by internal auditors or third party auditors to ensure independency and reliability of the system.</p> <ul style="list-style-type: none"> (i) Complaint / grievance by in-house staff in service matters (leave, promotion, disciplinary action ordered, etc.) (ii) Complaint/grievance by bidders/contractors in procurement and contract administration/management matters. (iii) Complaint/grievance of general public facing inconvenience during construction, lack of quality noticed in works, fraud and/or corrupt practices observed. <p>The system to be evolved has to address all such contingencies and situations.</p> <p>2.4.20 The complaints received against personnel of the Department should be looked into on an immediate basis. All those complaints which come with an affidavit, or contain any verifiable fact or are required otherwise to be examined, should be investigated in minimum possible time. Complaint against an officer shall be normally enquired into only by an officer senior in rank to the officer.</p> <p>2.4.21 An officer not below the rank of EE in each unit of the Department headed by CE shall be assigned the job of handling of the complaint. The function of complain handling can be combined with other establishment function handle by the officer. The HoD of all Engineering Departments shall have an officer not below the rank of SE to monitor the complains and their redressal.</p> <p>2.4.22 Computerised Complain Handling System (CHS) shall be made fully functional for all types of complain in each of the Engineering Department. The CHS shall have the facility of online lodging of complain. The complains received over telephone or through letters shall be posted on the CHS</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>website and its monitoring recorded.</p> <p>2.4.23 There shall be internal vigilance unit in each of the Engineering Department headed by Chief Vigilance Officer (CVO) to expedite the vigilance cases. The internal vigilance units shall have technical as well as general staff for handling the vigilance matters. The duties and responsibilities of CVO are given in Annexure 2.1 of the Manual.</p>
2-3. Work-Charged Establishment	2.5 Work Charged Establishment
<p>Para-2.3.1. Work charged establishment falls under two broad categories (i) those who are engaged on general supervision of a specific work or of sub-works of specific project or upon the subordinate supervision of Departmental labour, stores and machinery; (ii) establishment as is employed upon the actual execution of work, i.e. in doing certain specified items of works as distinct from general supervision of work.</p> <p>In case of employees falling under category (i), whether brought on transfer from the regular establishment or recruited directly, for supervision in connection with a work, the pay and allowances should be charged direct to work and the cost should invariably be shown under a separate sub-head of the estimate of the work and accounted for accordingly in the works abstract. In regard to employees coming under category, (ii) the pay and allowances should be debited to the concerned item of work and the outturn thereof should invariably be compared to see that the</p>	<p>2.5.1 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>expenditure on the establishment is commensurate with the volume of work done.</p> <p>Notes:(1) For the work charged establishment under category (I), provision should generally be made at 2% of the estimated cost excluding the Departmental charges except the Rural Engineering Works costing Rs. 1lakh and below, the provision should not exceed 3% of the estimated cost.</p> <p>(2) Regarding service conditions of work-charged establishment, Appendix II should be seen.</p> <p>Para -2.3.2. The Chief Engineer, Superintending Engineer and Divisional Officer may subject to such restrictions which the State Govt. may impose, sanction the entertainment of work charged establishment may impose, sanction the entertainment of work charge subject to the provision under a separate sub-head of the sanctioned estimate. So far as employment of work-charged establishment for certain specified items of work is concerned (i.e. execution of work through Departmental labour), the expenditure on the establishment should be correlated with the corresponding provision in the sanctioned estimate, estimate and if there is no such provision in the sanctioned the estimate should be recast with the approval of the competent authority in</p>	<p>2.5.2 No Change</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
order to see that the expenditure in within the sanctioned estimate.	
<p>The following powers are delegated for employment of work-charged personnel to the condition that no post is sanctioned except on a time scale of pay prescribed by Government. Chief Engineer Posts, the maximum of the time scale of which does not exceed Rs. 750 Superintending Engineer Posts, the maximum of the time scale of which does not exceed Rs. 550 Divisional Office Posts, the maximum of the time scale of which does not exceed Rs. 315</p> <p>If it is necessary to create a new post on a time scale of pay not conforming to the scale of pay Prescribed by Government, prior sanction of Govt. in the respective Administrative Department has to be obtained.</p>	<p>Deleted</p>
<p>No provision in existing OPWD Code</p>	<p>2.6 Outsourcing</p> <p>2.6.1 Services/activities may be outsourced as and when required, in part or completely, by the Departments, in accordance with the policy on the subject laid down by the State Government. These services may typically include cleaning of premises, horticulture work, housekeeping services, maintenance of buildings, operation and maintenance of waterworks, storm water network, sewerage network, transport services, information technology services provided the software application required to be developed or data entry services are clearly defined, secretarial services, courier services, highly technical</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
	<p>and professional services, and billing services, etc. for a period of one year or for the period for which services are required. The Departments will, if required, move for additional provisions in their budget for outsourcing services/activities. Wherever contract for services is awarded on the basis of transparent bidding process, no approval of Finance Department will be required. Department will fix the eligibility criteria for the above services/activities.</p> <p>2.6.2 In case of outsourced services, the services of only those contractors shall be used who are so registered with labour department and whose antecedents are proper. The Contractors who are awarded these works however shall be required to register themselves with the Labour Department within 15 days of award of work, as onus is on the primary principal employer to ensure payment of employees' provident fund, employees' insurance, etc.</p>
<p>2-4. Employment of Medical Establishment Para -2.4.1. If in connection with the execution of any project a labour strength of 500 or more is collected or owing to the unhealthiness or remoteness of the locality, it considered necessary to make special arrangements for medical treatment of the staff and labour force, necessary provision for the purpose should be made in the estimate of the project or work. Dispensaries and hospitals set up for the above purpose will work under the technical control of the Director of Health Services. These dispensaries or hospitals should be placed in charge of medical officer of the appropriate status deputed from the state medical cadre. The competent authority concerned may appoint, non-gazetted medical and sanitary staff if these</p>	<p>2.7 Employment of Medical Establishment 2.7.1 If in connection with the execution of any project a labour strength of 500 or more is collected or owing to the unhealthiness or remoteness of the locality, it considered necessary to make special arrangements for medical treatment of the staff and labour force, necessary provision for the purpose should be made in the estimate of the project or work. Medical facilities may be set up for the above purpose through Director of Health Service.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>personnel cannot be obtained on deputation from the Health Department.</p>	
<p>2-5. Police and Other Guards Para-2.5.1. When travelling or when income on public duty, officers are allowed a guard for the protection of public property. Such guards are supplied without charge by the Police Department in respect of works connected with roads and buildings and on payment of charges in respect of irrigation and electricity works. Application for provision of such guards may be made to the Superintendent of Police by an officer in charge of a Division. Such guards Will not, however, be supplied unless the officer travelling is in charge of Government money or valuable Government property or unless the country is disturbed. In all cases, where, through the inability of the Police Department to supply a guard from the regular police force, special guards have to be entertained, the sanction of the State Government will be necessary. Officers; may however, in urgent cases entertained the guards in anticipation of sanction, reporting their action at once to the next higher authority. The services of such extra guards should be dispensed with directly if they are no longer required.</p>	<p>2.8 Police and Other Guards 2.8.1 No Change</p>
<p>2-6. Employment of Labour Officers and Teaching</p>	<p>2.9 Employment of Labour Officers</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>Staff in Projects</p> <p>Para -2.6.1.In major projects or when a large labour strength of 500 or more is collected for the execution of any work, Labour Officers maybe appointed, for the maintenance of harmonious relation between the Department and labour. The main function of the Labour Officer is to help in setting by conciliation and arbitration all disputes between administration and labour and between the contractors and labour. They are also charged with the function of ensuring fulfilment of statutory and other obligations by the Department towards contractors labour and for organisms welfare activities and securing provision of amenities for labour, Labour Officers when appointed shall be brought on deputation from Labour Department. Provision shall be made in the estimate of projects or large works for a Labour Officer.</p> <p>Para -2.6.2.In cases where normal minimum educational facilities are not available near about any project area, the project authorities may set up schools, subject to the provision in the project estimate. The teaching staff for the schools may, as far as practicable, be obtained on deputation from the Education Department and the appropriate authority may appoint the required</p>	<p>2.9.1 In major projects or when a large labour strength of 500 or more is collected for the execution of any work, Labour Officers maybe appointed, for the maintenance of harmonious relation between the Department and labour. The main function of the Labour Officer is to help in setting by conciliation and arbitration all disputes between administration and labour and between the contractors and labour. They are also charged with the function of ensuring fulfillment of statutory and other obligations by the Department towards contractors labour and for organisms welfare activities and securing provision of amenities for labour, Labour Officers when appointed shall be brought on deputation from Labour Department. Provision shall be made in the estimate of projects or large works for a Labour Officer. The Contractors shall abide by the provisions of the following labour laws:</p> <ul style="list-style-type: none">a. Contract Labour (R&A) Act, 1970b. Child Labour (prohibition and regulation) Act, 1986c. Building & other construction workers (regulation of employment and condition of services) Act, 1996d. Workmen Compensation Acte. All other labour laws and regulations of the Central and State Govt. <p>2.9.2 In cases where normal minimum educational facilities are not available near about any project area, the project authorities may set up schools, subject to the provision in the project estimate. The teaching staff for the schools may, as far as practicable, be obtained on deputation from the Education Deptt. and the appropriate authority may appoint the required teaching staff, if staff is not available on deputation. The Schools, thus set up, would be under the technical supervision of the Education Deptt inform Department of Education Govt. of Odisha to set up schools to ensure future generation do not suffer due to lack of such facilities.</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>teaching staff, if staff is not available on deputation. The Schools, thus set up, would be under the technical supervision of the Education Department.</p>	
<p>No provision in existing Code</p>	<p>2.10 Senior Manager (Law), e-Procurement Cell</p> <p>2.10.1 He is over all in charge of the Legal matters of the State Procurement Cell, Odisha. He will assist the CE cum Chief Manager (Tech), in all Legal matters. He will attend the Court and liaison with Standing Counsels, ASG and others in this regard.</p> <p>2.10.2 He will scrutinize the Counter Affidavits and Affidavits filed by the State Procurement Cell, Odisha, etc., provide effective legal assistance in the e-Procurement process, preparation of legal opinion, studies, reports and correspondence, as required from time to time by various Departments. He will provide appropriate legal advice on all matter related to Procurement Cell. He will supervise and oversee and review, drafting of major contracts and other legal document and negotiation.</p> <p>2.10.3 He will advise in vigilance matters as referred to Legal Branch. He will be responsible for any other duty/task assigned by the Chief Manager (Tech), State Procurement Cell, Odisha.</p>
<p>No provision in existing Code</p>	<p>2.11 Senior Manager (Finance), e-Procurement Cell</p> <p>2.11.1 He is responsible for the financial matters of the State Procurement Cell, Odisha. He is a member of e-Procurement Committee and Blocking/Unblocking Committee.</p> <p>2.11.2 He will assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and whole life costing. He will ensure that the budgetary provisions are utilised fully but not exceeded.</p> <p>2.11.3 He will serve as internal control coordinator by drawing up, reviewing and assessing finance related procedures & policies. He will perform other duties related to financial matter as assigned to him by the CE-cum-Chief Manager (Tech).</p>



Existing As IS Provision (Chapter 2: Establishment)	Suggested Provision (Chapter 2: Organisation and Establishment)
<p>No provision in existing Code</p>	<p>2.12 Junior Programmer, e-Procurement Cell 2.12.1 He will be responsible for training the participants about the e-procurement application software, assisting senior officers, maintaining records to track participants' achievements and performance, complete register, maintain course and participants files and all other administrative duties associated with effective subject and course deliver. He will assist in the maintenance, servicing and repair of equipment, including hardware and software as appropriate. He will be also responsible for preparing, maintaining and monitoring the training/workspace environment. He will also maintain high level of housekeeping in the area and undertake any other duties, as required, appropriate to the grade of the post.</p>
<p>2-7. Miscellaneous Rules Para-2.7.1.Persons employed in the Department and officers connected with execution of works, shall have no pecuniary interest directly or indirectly in the construction of any public work or in the manufacture, supply or sale of materials. They are further subjected to the Rules laid down in The Government Servants' Conduct Rules. Para-2.7.2.Every member of the Department must bear in mind that the receipt of commission or any consideration directly or indirectly on account of any business or transaction in which he may be concerned on behalf of Government is prohibited. Every officer of government is bound to report to his Departmental superior any infringement of this rule which may come to his knowledge.</p>	<p>2.13 Miscellaneous Rules 2.13.1 No Change 2.13.2 No Change</p>



CHAPTER 3

WORKS



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	3 WORKS
3-1. Classification of the Operations of the Department In charges of Public Works	3.1 Classification of Works
<p>Para-3.1.1. The operations of the Departments in-charge of public works, are divided primarily into two classes, viz. (i) original works, and (ii) repairs or maintenance and operation.</p> <p>In the case of the Irrigation & Power, Department, the operations further extend to the inspection of electrical installations by the authorised officers.</p>	<p>3.1.1 No Change</p> <p>In the case of the <i>Water Resource Department, Public Health Engineering and Rural Water Supply and Sanitation</i>, the operations further extend to the inspection of electrical installations by the authorised officers.</p>
<p>Para -3.1.2. (a) Original works cover all new constructions including extension and improvement (or addition and alteration) to the existing works except as hereinafter provided.</p> <p>Notes: (1) Original Works brings within its ambit the expenditure on repairs to newly acquired or previously abandoned buildings.</p> <p>(2) In irrigation works case, any extension and improvement includes such works which increases either the efficiency of any system of work or its scope of action by any extension or addition to it. (For allocation of expenditure between Capital and Revenue, Rule 6 of statement 'A' to Appendix 2 of the C.P.W.A. Code may be seen).</p>	<p>3.1.2 a. No Change</p> <p>1. No Change</p> <p>2. In <i>case of</i> irrigation works, <i>water supply works, sewerage and drainage works</i>, any extension and improvement includes such works which increases either the efficiency of any system of work or its scope of action by any extension or addition to it. (For allocation of expenditure between Capital and Revenue, Rule 6 of statement 'A' to Appendix 2 of the C.P.W.A. Code may be seen).</p>
	<p>3. The new road works forming new assets, or the up gradation of existing assets, such as work of 2 laning, 4 laning or 6 laning, works of improvement and strengthening Bridges large scale rehabilitation/ renovation/upgradation of bridges, buildings and other major structures like dams, spillways, barrages,</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	<p>water works, sewerage systems etc. apart from including addition/alteration to such assets are original works. Similarly, new water distribution networks, sewer networks, WTPs and WWTPs, Pumping Stations, Storage Reservoirs, Intake Structures, Production Bore Wells, Electrical Sub-stations, Distribution Grids, LT/HT/EHT constructions etc. either as components of a project or independently constructed including addition/ alternation to such assets are among others also termed as original works.</p>
<p>Para-3.1.2. (b) When a portion of existing structure or other works not being a road surface, road bridge, causeway, embankment ferry approach protective or training work in connection with a road, is to be replaced or remodelled (whether or not the change involves any dismantlement and the cost of the change represents a genuine increase in the permanent value of the property as an asset, the work of replacement or remodelling, as the case may be, should be classed as "original work", the cost (which should be estimated if not known) of the portion replaced or remodelled being credited to the estimate for "original works" and debited to "repairs". In all other cases, the whole cost of the new work would be charged to "repairs".</p>	<p>b. When a portion of existing structure or other works not being a road surface, road bridge, causeway, embankment ferry approach protective or training work in connection with a road, <i>or a structures related to works described in para 3.1.2 (a) Note-3</i> is to be replaced or remodeled (whether or not the change involves any dismantlement and the cost of the change represents a genuine increase in the permanent value of the property as an asset, the work of replacement or remodeling, as the case may be, should be classed as "original work", the cost (which should be estimated if not known) of the portion replaced or remodeled being credited to the estimate for "original works" and debited to "repairs". In all other cases, the whole cost of the new work would be charged to "repairs".</p>
<p>Note: The Superintending Engineer's discretion may be classified towards the expenditure on minor additions and alterations to residential buildings upto 5% of the capital cost and Rs. 10,000.00 in respect of non-residential buildings as party works expenditure and debited to 'repairs',</p>	<p>Note: The Superintending Engineer's discretion may be classified towards the expenditure on minor additions and alterations to residential buildings upto 5% of the capital cost and Rs. 25,000.00 in respect of non-residential buildings as party works expenditure and debited to 'repairs', provided for such additions and alterations, separate estimates are sanctioned.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
provided for such additions and alterations, separate estimates are sanctioned.	
Para -3.1.2. (c) When an existing portion of a road, road bridge, causeway, embankment, ferry approach, protection or training work in connection with a road is to be replaced or remodelled (whether or not the change involves any dismantlement) and the change represents an appreciable increase in the value of the property, the whole cost of replacement of remodelling as the case may be should be classified as 'new work' and the cost or value of the portion replaced, or remodelled should not be debited to "repairs".	c. No Change
Para -3.1.3. The capital value of any portion of a building or on asset of capital nature which is abandoned or dismantled without replacement should be written off the total capital value in accordance with the Rules in the Odisha General Financial Rules and/or provisions made in this Code. Note: Where due to normal calamity, any damage has been caused to any immovable property, which is not restored or partly restored, such loss will have to be written off, otherwise the capital cost of the property and also the proforma account would be affected. But, it will not be necessary in case such damage is fully restored.	3.1.3 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
This is the position both in case where the work is already completed or is in progress.	
<p>Para -3.1.4. The terms "repairs" or "maintenance and operation" includes all operations required to maintain in proper condition or put to service buildings and works in ordinary use. It also includes new works in circumstances indicated in para 3-1-2(b) and notes there under and those indicated in Appendix 2 of C.P.W.A. Code.</p>	<p>3.1.4 The terms "repairs" or "maintenance and operation" includes all operations required to maintain in proper condition or put to service buildings and works in ordinary use. It also includes new works in circumstances indicated in para 3-1-2 (b) and notes there under.</p>
<p>Para -3.1.5. Original works are described as major, minor and petty when they cost Rs. 1,00,000 or above over Rs. 10,000 but less than Rs.1,00,000 and, Rs. 10,000 or less respectively. (Works Deptt. O.M. No. 22791, Dt. 18.8.94)</p>	<p>3.1.5 Original works are described as Major, Minor and Petty works as per the costs given below: Major Works – Costing more than Rs. 25 Lakh Minor Works – Costing more than Rs. 5 Lakh but less than Rs. 25 Lakh Petty Works – Costing up to Rs. 5 Lakh Note: The financial limit for defining major/minor/petty works shall be revised every three years.</p>
3-2. Basic Rules for Initiation of Public Works	3.2 Basic Rules for Initiation of Public Works
I. Introductory	I. Introductory
<p>Para -3.2.1. There are three essential prerequisites for commencement of public works, namely, (i) Administrative Approval, (ii) Technical Sanction, and (iii) Allotment of Funds. These are described in the following paragraphs.</p>	<p>3.2.1 There are three essential prerequisites for commencement of public works, namely, (i) Administrative Approval, (ii) Technical Sanction, and (iii) Allotment of Funds. No work should normally be commenced or any liability thereon incurred until an administrative approval has been obtained, a properly prepared detailed estimate has been technically sanctioned and where necessary expenditure sanction has been accorded and allotment of funds made. For major works requiring social impact and environment impact assessment study, these studies will be prerequisite to the A/A and eventual commencement of work.</p>
II. Administrative Approval	II. Administrative Approval (A/A)
(a) General	a. General
<p>Para - 3.2.2. For every work (excluding petty works and repairs), it is necessary to obtain, in the first</p>	<p>3.2.2 The powers of the Government and the authorities subordinate to it, can accord A/A to works as laid down in the relevant financial rules of the State. These powers are subject to previous concurrence of</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>instance, the concurrence of the competent authority requiring the work. The formal acceptance of the proposal by that authority is termed administrative approval of the work and is in effect, an order to the officers in charges of public works to execute certain specified works at a stated sum to meet the administrative needs of the Department. While according to administrative approval, the competent authority may, either specify the amount by sub-head of work or for the work as a whole depending upon the nature of work and its, corresponding provision in the estimate.</p>	<p>the Finance Department. A/A at the State Govt. level is accorded in a Department which is to own the asset. For example, the A/A for a road work is accorded by the State Govt. in Odisha Works Department (OWD), for an irrigation project by State Govt. in Department of Water Resource (DOWR).and for a water supply and/or a sewerage project by State Government in Housing & Urban Development Department <i>or Rural Development Department</i>, for construction of judicial buildings is accorded by the State Govt. in Administration of Law Department and construction of Mini-Secretariats is accorded by the State Govt. in Revenue Department.</p> <p>3.2.3 In the case of works owned by other Departments, the preparation of estimates shall only be undertaken after a written request regarding the same is received from the said Department. In the case of PWD owned works, detailed instructions for initiating a proposal shall be issued by the respective Departments at the State Government level. Normally, the actual preparation of an estimate shall be taken up only with the approval of the authority competent to accord technical sanction or an authority senior to it.</p> <p>3.2.4 A/A in case of Buildings: For a cost estimate of a building to be prepared by the PWD, the client Department shall, in the first instance, approach the Chief Architect, Govt. of Odisha for preparation of architectural drawings on the basis of scope decided by it. It shall be proper if the client Department designates some officer of the Department as nodal officer, who will have liaison/discussion with the Department of Architecture/Chief Engineer (Buildings). The Client Department is, however, required to take all other steps such as identification of land, preparation of proper land plan etc.</p> <p>3.2.5 A/A shall be sought as soon as the necessity for the work is apparent. The case for A/A should be submitted to the client Department accompanied by an estimate (which may not be a detailed one) bringing out the cost, along with information as to the approximate time required to start the work after the accord of A/A, realistic time to complete the work and fund flow chart. The unit cost should be realistic and if possible, based on similar projects completed in the recent past. While preparing the estimate for getting A/A, it is mandatory site visit by concerned AE/JE. The said estimate will be framed under the authority of an officer of the PWD competent to accord technical sanction and signed by an officer authorised in this behalf under his full name and date. The amount of Departmental charges, if leviable,</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Note: For officers in-charge of public works and for execution of the same communication of administrative approval is not the sufficient authority. Execution of any work depends on funds and when the same and technical sanction are accorded for the detailed estimate; then execution work will start.</p>	<p>should be indicated in the estimate separately from the amount of works outlay.</p> <p>Note: No Change</p>
<p>AMENDMENT OF O.P.W.D. CODE 2005</p>	
<p>(b) Procedure for obtaining administrative approval</p>	<p>b. Procedure for obtaining Administrative Approval</p>
<p>Para -3.2.3. It is the duty of the local Officer of the Department requiring the work to obtain the requisite administrative approval in two stages. An application for according 1st stage administrative approval for preparing Detail Project Report (DPR) should be submitted by the local Officer requiring the work to the authority competent to accord it, Expenditure towards preparation of this DPR will be met out of the lump provision made in the budget for survey and investigation.</p> <p>After receipt of Detail Project Report (DPR) steps will be taken for land acquisition, forest clearance, preparation of detail alignment drawing (GAD) and detailed estimate. Thereafter, 2nd stage Administrative Approval of Competent Authority,</p>	<p>3.2.6 For all major works, it is the duty of the local Officer of the Department requiring the work to obtain the requisite administrative approval in two or three stages. An application for according 1st stage administrative approval for preparing Pre-feasibility study/Detail Project Report (DPR) should be submitted by the local Officer requiring the work to the authority competent to accord it. Expenditure towards preparation of this DPR will be met out of the lump provision made in the budget for survey and investigation.</p> <p>In major projects requiring acquisition of land, shifting of services, tree cutting etc. as a pre-requisite to actual construction work, a 2nd stage Administrative Approval of competent Authority shall be obtained for the cost of these items. After receipt of such approval, the land acquisition, shifting of services etc. shall be taken up. The Administrative approval for 3rd stage for the main project work shall be obtained after the work of land acquisition and services shifting under stage 2 sanction are at least 80% complete based on a</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>on this detail estimate will be obtained by local Officer requiring the work. Budget provision for minimum 15% of the project cost is required for according 2nd stage administrative approval by Competent Authority. However for relaxation of this budget provision of 15% of project cost, approval of the Finance Department may be obtained on case to case basis. This detail estimate will be countersigned by the authority competent to accord technical sanction and will be for awarded by the countersigning Authority direct to the Competent Authority. The amount of Departmental charges, if any leviable on the works should be clearly indicated in the estimate as a separate item below the total for works outlay. When works of other Department are provided in the P.W. Department budget, no Departmental charge is leviable. (Memo No. MISC (7/02) 6235, Dt.09.06.2005)</p>	<p>detailed estimate. The same procedure shall be adopted or inviting bids for concession agreement in PPP Project also. In this regard para 12.3.1 may also be referred. Other projects which do not involve land acquisition, shifting of services etc., 2nd stage administrative approval shall be obtained for the main work on a detailed estimate based on DPR.</p> <p>Budget provision for minimum 15% of the project cost is required for according 2nd stage and 3rd stage administrative approval by Competent Authority. However for relaxation of this budget provision of 15% of project cost, approval of the Finance Department may be obtained on case to case basis.</p> <p>No Change</p>
<p>Note: First of all, detailed plans and estimates may be prepared when the work is not likely to cost more than Rs. 20,000.00 for electrical and Rs. 40,000.00 for other works and submitted to the authority competent to give administrative approval. After such approval, the competent authority should return the plans and estimate to</p>	<p>3.2.7 When the work is not likely to cost more than Rs. 2 lakhs for electrical and Rs. 5 lakhs for other works, detailed plans and estimates may be prepared in the first instance and submitted to the authority competent to give administrative approval. After such approval, the competent authority should return the plans and estimate duly countersigned to the concerned officer, who is competent to accord technical sanction.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>the concerned officer, who is competent to accord technical sanction.</p>	
<p>Para -3.2.4. This procedure will also apply to modifications of the proposal originally approved, if likely to necessitate the eventual submission of a revised estimate, to material deviations from the original proposals even though the cost of the same may possible be covered by savings on other items, deviation within the subheads of the projects in excess of 10 per cent and to cases where the detailed estimates, when prepared, exceed the amount administratively approved by more than 10 per cent. In these cases, as also in cases in which it becomes apparent, during the execution of the work, that the amount administratively approved will be exceeded by more than 10 per cent, owing to increase of rates or other causes, the revised administrative approval of the competent authority must be obtained to the increased expenditure without delay, and in the case of modifications during construction without awaiting the preparation of a detailed supplementary or revised estimate. This excess of 10 per cent is meant, to cover only the extra expenditure in the estimate during construction strictly according to approved plan and specifications and cannot be utilized for</p>	<p>3.2.8 This procedure will also apply to modifications of the proposal originally approved, if likely to necessitate the eventual submission of a revised estimate, due to material deviations from the original proposals even though the cost of the same may possible be covered by savings on other item's deviation within the subheads of the projects in excess of 10 percent and to cases where the detailed estimates, when prepared, exceed the amount administratively approved by more than 10 percent. In these cases, as also in cases in which it becomes apparent, during the execution of the work, that the amount administratively approved will be exceeded by more than 10 percent, owing to increase of rates or other causes, the revised administrative approval of the competent authority must be obtained to the increased expenditure without delay, and in the case of modifications during construction without awaiting the preparation of a detailed supplementary or revised estimate. This excess of 10 percent is meant, to cover only the extra expenditure in the estimate during construction strictly according to approved plan and specifications and cannot be utilized for changing the scope of the estimate or plan. For reduction in cost however three shall be no need of revised Administrative Approval.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
changing the scope of the estimate or plan vide paragraph 3-7-5.	
<p>Note: (1) In cases where the amount of the accepted tender exceeds the amount of administrative approval by more than 15 (fifteen) percent revised administrative approval should be obtained. In case, of delay permission from the authority competent to record administrative approval should be obtained before commencement of work.</p> <p>(2) In cases where the total value of a contract increases due to deviation in the course of execution and in consequence thereof, the amount of administrative approval is likely to exceed the prescribed limit of 15 (fifteen) percent approval to the deviation statement can be accorded by the authority competent to accept the tender after the revised administrative approval is obtained. In case of delay, clearances from the authority competent to accord revised administrative approval to proceed with the work should be obtained.</p> <p>(OM No 14248, Dt. 30.6.94 w.e.f. 30.6.94)</p>	No Change
Para - 3.2.5. For works required not for a particular Department but in the interest of the general public e.g. communications, irrigation works/flood	3.2.9 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>control works, public health engineering works, electrical works other than installations in buildings and miscellaneous improvements, preliminary plans, designs and estimates should be submitted by the concerned public works officer to the competent authority for according administrative approval.</p>	
<p>Para - 3.2.6. The power of various authorities to accord administrative approval to works are regulated by specific orders of delegation in paragraphs 6-2-3 and 6-3-1 of this Code and by special orders of Govt. from time to time.</p>	<p>3.2.10</p> <p>a. The power of various authorities to accord administrative approval is given in Manual. Excess up to 10% of the amount of the administrative approval may be authorized by Officers of the OWD, up to their respective powers of technical sanction. In case it exceeds this limit, a revised administrative approval must be obtained from the authority competent to approve the cost so enhanced. No revised administrative approval is, however, necessary if the excess is covered by the requisite expenditure sanction.</p>
	<p>b. Approval to Work of Additions and Alterations or change of Scope</p> <p>No authority, is empowered to accord administrative approval to an estimate of additions and alterations or for change of scope to a sanctioned work, if the expenditure contemplated would result in increase of the capital cost of the work to a figure which is beyond the authority in question entitled to accord the administrative approval.</p> <p>The EIC cum Secretary Works, EIC (Civil), CE, SE/EE of Works Department and officers of equivalent rank in other PW Departments i.e. DoWR, H&UD, RD etc. may accord administrative approval as per powers delegated to them.</p> <p>One copy of the administrative approval shall be endorsed to the concerned Accounts Officer.</p>
<p>III. Technical Sanction</p>	<p>III. Technical Sanction</p>
<p>Para - 3.2.7. For every work proposed to be carried out, except petty works, petty repairs for which a lump sum provision has been sanctioned under</p>	<p>3.2.11 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>paragraph 3-4-37, a properly detailed estimate must be prepared for the sanction of competent authority. This sanction is known as the technical sanction to the estimate and unless otherwise provided, must be obtained before the execution of any work is commenced except in cases referred to in paras 3-7-1 and 6-1-3 of OPWD Code. As the term indicates, it amounts to no more than a guarantee that the proposal is structurally, sound and that the estimate is accurately calculated and based on adequate data such sanction will be accorded by the public works officers who are authorised to do so. In the case of an original work, other than petty work, the counter Signature of the local Head of the Department on behalf of whom it execution is proposed, or of such other officer of lower status as may have been empowered to accord administrative approval to it, should be obtained to the plans and estimates in token of, his acceptance of them, before technical sanction to the latter is accorded. It subsequent to the grant of technical sanction, material structural alterations are contemplated, the orders of the original sanctioning authority should be obtained, even though no additional expenditure may be involved by the alterations.</p>	<p>Para no 3.4.37 to be replaced with 3.4.47</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Note: (I) For powers of various authorities to accord technical sanction (See paragraph 6-3-2).</p>	<p>Note:</p> <p>i. For powers of various authorities to accord technical sanction (See paragraph 6-3-2). The powers of officers to accord technical sanctions are fixed from time to time through the instructions issued by the State Govt. These instructions are usually issued with the concurrence of the finance Department. TS for original work should generally not exceed Administrative Approval amount however in exceptional cases TS up to 10% above Administrative Approval amount may be accorded.</p>
<p>(II) Until funds for the work have actually been allotted by a competent authority, a Divisional Officer cannot be required, except by his Departmental superiors to prepare the detailed plans and estimates necessary for the purpose of technical sanction.</p>	<p>ii. No Change</p>
<p>(III) The authority according technical sanction to an estimate should retain a copy in his own office and the original should be recorded in the Divisional Office. The executive subordinates in charge of the work should also be furnished with copies of the sanctioned estimate.</p>	<p>iii. No Change</p>
<p>(IV) A return of all sanctioned estimates costing more than Rs. 25 lakhs in respect of projects and Rs. 10 lakhs in respect of non-projects should be sent to the Accountant General, Odisha. While technical sanctions are accorded to works forming parts of the project costing more than Rs. 25 lakhs, copies of such sanctions quoting reference number and sub-work of the main project should also be furnished to the Accountant General.</p>	<p>iv. A return of all sanctioned estimates costing more than Rs. 100 lakhs in respect of projects and Rs. 50 lakhs in respect of non-projects should be sent to the Accountant General, Odisha. While technical sanctions are accorded to works forming parts of the project costing more than Rs. 100 lakhs, copies of such sanctions quoting reference number and sub-work of the main project should also be furnished to the Accountant General.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(V) A register of sanctioned estimates in respect of estimates sanctioned by Divisional officers and officers higher than him should be maintained in each Sub-division and Division in the prescribed form. A similar register should be maintained in the office of the Superintending Engineer and Chief Engineer for the estimates sanctioned by them.</p>	v. No Change
IV. Allotment of Funds	IV. Allotment of Funds
<p>Para - 3-2-8. Allotment of funds referred to in para 3-2-1 and 3-7 -1 mean provision of funds to meet expenditure on a specified object. The funds are provided either in the budget or by supplementary demands, reappropriation and advances from the Contingency Fund in urgent cases.</p> <p>In cases where lumpsums provision is made (e.g., minor works grant, repairs grant, tools and plant, suspense etc.) necessary funds are allotted by the controlling officers.</p> <p>The allotment available for works in Departmental budget of other Department may be placed at, the disposal of the concerned Department of P.W.D., if the works included therein are proposed to be executed through the agency of the P.W.D.</p>	3.2.12 No Change
<p>Note 1: Where the budget provision has been admitted in anticipation of administrative approval, expenditure should not be incurred until</p>	Note: 1. No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>the administrative approval has been accorded by the competent authority. In exceptional cases, where it is considered necessary to go ahead with the execution of a project, specified authorisation of Govt. will be necessary before expenditure is incurred. Such cases will not be considered unless full details of the circumstances in which the administrative approval is being delayed and the reasons for going ahead with the work are furnished. The Administrative Department concerned will be competent to issue such orders of authorisation only in respect of projects other than residential buildings where the rough estimated cost is within their power of according administrative approval In all cases of authorisation of this nature the Chief Engineer should submit proposals for administrative approval within three months from the date of commencement of work.</p>	
<p>Note 2: In case of tender accepted below schedule of rate, the tender amount excluding centages shall be treated as sanctioned amount and allotment will be limited to that extent. Any deviation in scope of work affecting the agreement amount in such an agreement will be governed by the relevant provisions of OPWD Code. [Works Department OM No. 07556900042013 (Pt-</p>	<p>Note 2: No Change</p>



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IV)-12366 dated 08.11.2013}	
3.3. Requisition by Civil Officers	3.3 Requisition by Civil Officers
I. General	
Para 3.3.1. The procedure in this Section is applicable only in the case of work carried out by the Departments in charge of public works and does not hold good in these works carried out by other Departments.	Deleted
Para 3.3.2. Application for new buildings, water supply and sanitary additions or alterations installations or Electrical fittings therein and or additions or alterations to existing buildings or any other works required for the use of any Department should be made by the competent officer of the Department concerned, in consultation with the Divisional Officer concerned, see also paragraph 3-2-2.	Deleted
Para 3.3.3. The local head of a Civil Deptt. may call upon the Divisional Officer concerned to report on an any proposal, viz. additions or alterations to the buildings, water supply and sanitary installations or electrical fittings therein and any other works in his use and to state roughly the probable cost. But the Divisional Officers cannot be required except by their departmental superiors, to prepare the detailed drawings and the estimate required for the purpose of technical	Deleted



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>sanction of projects which they consider likely to cost a sum greater than that which can be administratively approved by the local head of the Deptt. concerned, or those, however small their probable cost, in the necessity for which they do not concur.</p>	
<p>Para 3.3.4. The Divisional Officer must in each case exercise his judgment on the demand made, giving all proper weight to the opinions of the officers of the Departments concerned; but it is his duty to oppose any application of the satisfied and in every case in which he thinks that he cannot recommend the execution of a work called for by the officer of the Department concerned he should explain his objections to the officer concerned and if he fails to convince him, should refer the matter for the orders of the, Superintending Engineer. At the same time he is responsible to ensure that such references are not made unnecessarily.</p>	Deleted
<p>Para 3.3.5. The actual execution of works, asked for by civil officers must in every case be dependent on the necessary funds being available.</p>	Deleted
<p>II. Procedure in Regard to Original Petty Works Costing Rs. 10,000 and Less</p>	<p>I. Procedure in Regard to Original Petty Works Costing up to Rs. 5 lakhs</p>
<p>Para -3.3.6. The following procedure should be adopted in the case of new petty works or</p>	<p>3.3.1 The following procedure should be adopted in the case of new petty works or additions required by Civil Authorities, the cost of which is not likely to exceed Rs. 5 lakhs. In respect of water supply, sanitary</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
additions required by Civil Authorities, the cost of which is not likely to exceed Rs. 10,000 . In respect of water supply, sanitary and electrical installation works to both residential and non-residential buildings, the limit will be Rs. 5,000 .	and electrical installation works to both residential and non-residential buildings, the limit will be Rs 1 lakhs .
(i) The requisition should be made by the officers competent to order such work.	i. No Change
(ii) The Divisional Officer or an assistant of subordinate empowered by him to act in such cases, will record on the requisition (in Central Public Works Account Code Form No. 32) his opinion as to what work should be done and give on the face of the requisition a rough estimate of the probable cost.	ii. No Change
(iii) The acceptance by the competent civil officer of the rough estimate of the probable cost at furnished by the Divisional Officer referred to in item (ii) above, is the administrative approve in such cases giving authority to the officer in charge of public work for the execution of the work after obtaining the sanction of the Superintending Engineer as indicated in Note I to para 3-1-2 (b).	iii. No Change
(iv) In case the civil officer is not satisfied with the report of the deputed subordinate of the Divisional, he should refer to the Divisional Officer.	Deleted
No provision in existing OPWD Code	iv. For new petty works of buildings (and additions or alterations to existing buildings required for use by any Department), the local head of the concerned Department may call upon the Divisional Officer,



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	<p>Works Department to prepare rough cost estimate, but the Divisional Officer cannot be required, except by his Departmental superior officers, to prepare the detailed drawings and estimates required for the purpose of technical sanction of projects, which he considers likely to cost a sum greater than that which can be administratively approved by the local officer-in-charge of the Department concerned, or those, however small their probable cost, in the necessity of which he does not concur.</p>
<p>(v) In the case of petty works to residential buildings, it should be seen through rent statement that the standard rent of the building shall not generally exceed 7.5 per cent or 5 per cent of, the average emoluments of the class of tenants as the case may be for which it is intended and subject to further provision that the scale of accommodation and other fittings, if any approved by government shall not be exceeded by such petty work.</p>	<p>Deleted</p>
<p>III. Procedure in Regard in Original Works Costing More than Rs. 10,000</p>	<p>II. Procedure in Regards to Original Works Costing More than Rs. 5 lakhs</p>
<p>Para - 3.3.7 If the work is likely to cost more than Rs. 10,000 the following procedure should be adopted.</p>	<p>3.3.2 If the work is likely to cost more than Rs. 5 lakhs the following procedure should be adopted.</p>
<p>(i) The competent civil officer requiring the work should furnish the Divisional Officer concerned with the particulars and reasons for which the work is required, including in the case of residential projects the accommodation which is to be provided. While the Divisional Officer should show that his plan will get really suit the civil</p>	<p>i. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>officer's requirement, he should give particulars as to the class of work which it is proposed to provide and show on what information his estimate of cost is based.</p> <p>(ii) As a rule rough plans and estimates based on plinth area rate only will be prepared in the first instance. In the case of a work costing more than Rs. 10,000 and up to Rs. 20,000 for electrical works and Rs. 40,000 for other works, if funds are likely to be available within a reasonable period, detailed plans and estimates will be prepared in the First instance. In case of works likely to cost more than Rs. 20,000 for electrical works and Rs. 40,000 for other works detailed plans and estimates will not be prepared unless there is a likelihood of funds being available in the course of the year and the work is within the power of administrative approval of the civil officer. Rough estimate should, however be prepared with due regard to the prevailing Schedule of Rates and price structure and with sufficient accuracy so as to ensure that actual expenditure may not exceed the prescribed permissible limit. If the cost per square metre of the plinth area or other similar unitary method is adopted as the basis for the preparation of the rough estimate, the cost of the unit should not be based on more guess work but</p>	<p>ii. As a rule rough plans and estimates based on plinth area rate only will be prepared in the first instance. In the case of a work costing more than Rs. 1 lakh and up to Rs. 2 lakhs for electrical works and Rs. 5 lakhs and upto 25 lac for other works, if funds are likely to be available within a reasonable period, detailed plans and estimates will be prepared in the First instance. In case of works likely to cost more than to Rs. 2 lakhs for electrical works and Rs. 25 lakhs for other works detailed plans and estimates will not be prepared unless there is a likelihood of funds being available in the course of the year and the work is within the power of administrative approval of the civil officer. Rough estimate should, however be prepared with due regard to the prevailing Schedule of Rates and price structure and with sufficient accuracy so as to ensure that actual expenditure may not exceed the prescribed permissible limit. If the cost per square metre of the plinth area or other similar unitary method is adopted as the basis for the preparation of the rough estimate, the cost of the unit should not be based on mere guess work but on such reliable data as may be available.</p>



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on such reliable date as may be available.	
(iii) When the total of the estimate is within his power of technical sanction, the Divisional Officer will send the plan and estimate direct to the civil officer. When the estimate exceeds his power of technical sanction, the plan estimate will be sent by the Divisional Officer to his Superintending Engineer, who after scrutiny and revision, if necessary, will forward them to the civil officer, if the Amount of estimate is within his power of technical sanction; otherwise he will forward them to his Chief Engineer who, after necessary check, will transmit them to the Administrative Department concerned.	iii. No Change
(iv) After according or obtaining administrative approval to the project, the civil officer will return the plan and estimate to the officer or the Department in charge of public works from whom they were received. If only rough plan and estimate have been prepared for the project, he will after ensuring actual provision of funds in the budget estimate of the year or obtaining promise of such provision of funds from competent authority, request the Divisional Officer to proceed with the preparation of detailed plan and estimate for the project.	iv. No Change
(v) The detailed plan and estimate when prepared	v. No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>along with the necessary report and specifications will be sent to the requisitioning civil officer for counter signature of the authority who accorded the administrative approval and return. The Divisional Officer will then sanction the detailed estimate, if it be within his power of technical sanction or otherwise he will submit it for technical sanction to the Superintending Engineer, who will, should it exceed his power of technical sanction, forward it to the Chief Engineer for such sanction.</p>	
<p>IV. Procedure in Regard to Repairs</p>	<p>III. Procedure in Regard to Repairs</p>
<p>Para -3.3.8. Procedure to be followed in the case of repairs (which do not come under ordinary repairs) is as follows:</p>	<p>3.3.3 No Change</p>
<p>(i) The requisition will be made by the civil officer concerned in CPWA Code form No. 32.</p>	<p>i. No Change</p>
<p>(ii) On receiving the requisition, the Divisional Officer will first satisfy himself as to the propriety of the work and that there is sufficient provision in the budget grant under the proper head of repair and the funds have been duly allotted to him.</p>	<p>ii. No Change</p>
<p>(iii) The Divisional Officer may then order the immediate execution of the work, without the preparation of detailed estimate, provided that the cost is not likely to exceed Rs. 2,500.</p>	<p>iii. The Divisional Officer may then order the immediate execution of the work, without the preparation of detailed estimate, provided that the cost is not likely to exceed Rs. 50,000.</p>
<p>(iv) Should the budget grant under the particular</p>	<p>iv. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
sub-head be insufficient to meet the outlay, reference must be made to the Superintending Engineer.	
(v) When the approximate estimate exceeds Rs. 2,500 a detailed estimate must be framed and sanctioned by the authority competent to accord technical sanction.	v. When the approximate estimate exceeds Rs. 50,000 a detailed estimate must be framed and sanctioned by the authority competent to accord technical sanction.
(vi) In cases of repairs to electrical and public health installations in residential buildings the above procedure shall be followed when the cost of repairs exceeds Rs. 250 .	vi. In cases of repairs to electrical and public health installations in residential buildings the above procedure shall be followed when the cost of repairs exceeds Rs. 5,000 .
V. Limitation of Sanction	IV. Limitation of Sanction
Para - 3.3.9. Nothing in these rules is to be construed as a permission to officers to carry out in portions any group of works or alterations or to make purchases the cost of which in the agreeable would exceed what they are empowered to sanction under the Rules.	3.3.4 It shall be ensured that no expenditure is incurred for any portion of work, alteration and purchase of materials of an individual work/project if total cost as a whole exceeds the delegated power of sanction of an officer.
3.4. Preparation of Estimates	3.4 Preparation of Estimates
I. General	I. General
Para -3.4.1. The papers to be submitted with the estimates for a work will consist of a report, a specification and a detailed statement of measurements, quantities and rates, quantity of materials and their rates and cost, number of special T & P and their cost, with an abstract showing the total estimate cost of each Item.	3.4.1 No Change



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<p>These documents together form what is called the 'estimate' in the sense of this code. In the case of a project estimate consisting several works, the report may be a single document for all the works and likewise the specifications; but details of measurements and abstracts may conveniently be prepared for each work, supplemented by a general abstract bringing, the whole together.</p> <p>In the case of estimates for 'repairs' or maintenance and operation only the specification and the detailed statement of measurements and quantities with the abstracts will ordinarily be required. The report should state in clear terms the object to be gained by the execution of the works estimated for and explain any peculiarities which require elucidation, including, where necessary, the reasons for the adoption of the estimated project or design in preference to others.</p> <p>The estimate should also show the amount that can be spent on the work in the first year of execution after its sanction and in each year thereafter for completion of the project. When necessary, detailed drawings in support of the proposals should accompany the estimate so as to correlate the entries in the estimates. The officers submitting the estimate should sign fully their</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>names with the date, month and year on the plan and estimates.</p>	
<p>Note: Except the guide lines mentioned above, the Head of the Department in-charge of public works may also indicate his manner in which the project estimate embodying various details like history, design, scope, rates, cost, establishment, financial return etc shall be prepared by the public works officers. (Appendix IV may be seen for preparation of estimates).</p>	<p>Note: Except the guide lines mentioned above, the Head of the Department in-charge of public works may also indicate his manner in which the project estimate embodying various details like history, design, scope, rates, cost, establishment, financial return etc. shall be prepared by the public works officers (Guidelines for preparation of estimate is given in Chapter 3 of the OPWD Manual).</p>
<p>No provision in existing OPWD Code</p>	<p>3.4.2 The estimate shall be comprehensive, supported by complete details, and based on drawings and calculations of design, where necessary. Quantities of various items of work should be calculated from the drawings and cost worked out item by item. Unit rate of each item of work shall take into account the cost of materials, labour, equipment, overhead charges, profit, etc. For this, standard Schedule of Rates shall be used. But where the schedule does not provide for any particular item, the rate shall be worked out through market rate analysis. If the schedule rate does not contain appropriately the items of type of work, then the average of recent tendered rates of similar type of work should be taken so that the estimate reflects the true cost of the work at the time of submission of the estimate. This estimate is suitable for according technical sanction, and for inviting tenders. Detailed estimate shall also bring out clearly the provisions such as quantities and cost component-wise/stage-wise. For a work consisting of several units, there may be separate detailed estimates for different, distinct and identifiable units, but the cost of the detailed estimate, for purposes of sanctioning it, shall be related to the corresponding provision of that unit in the cost estimate. As far as possible, a detailed estimate shall be prepared before the commencement of the work. Besides the cost of works proper, the following components of cost, as relevant, may also be provided in a cost estimate:</p> <p>a. Any access road to the site, need of special or deep foundations, unusual site conditions, incidental expenditure such as hutment for workmen, shed for stores, hiring of <i>godowns</i>, dewatering and pumping</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	<p>arrangements, site office, etc.</p> <p>b. Contingencies (to cover unanticipated minor requirements) at (i) 3 percent of the estimated cost of works up to Rs. 1 crore; (ii) 2 percent for those costing more than Rs. 1 crore but less than Rs. 5 crores, subject to a minimum of Rs. 3 lac; (iii) 1 percent for those costing beyond Rs. 5 crore subject to a minimum of Rs. 10 lac. Efforts shall, however, be made to reduce the amount of contingent expenditure and instructions to this effect shall be issued for time to time. In the case of works done on behalf of funding agencies, the amount of provisions like contingencies, quality control, etc. shall be in accordance with the guidelines, if any, issued by them. The amount of contingency shall include cost of petty establishment employed on the works;</p> <p>c. 1 percent for quality control measures, 1% for safety measures. These provisions may be suitably enhanced or deleted depending on the type of project and requirement of funds for these purposes;</p> <p>d. Agency/Departmental charges as prescribed by the Government;</p> <p>e. Land development, boundary plantation and landscaping for new projects of buildings, roads, bridges, pumping stations, head-works, etc.;</p> <p>f. Services relocation, forest and other statutory clearances, compensatory afforestation, re-settlement and rehabilitation of project affected persons;</p> <p>g. Requirement of any instrumentation;</p> <p>h. Maintenance during project completion and handing-over operation;</p> <p>i. Operation and Maintenance for the specified number of years, depending on</p> <p>j. the nature/requirement of the project; and</p> <p>k. Supervision or other consultancy services, if applicable.</p>
<p>Para – 3.4.2. (i) To facilitate the preparation of estimates, a schedule of rates of each kind of work commonly executed in the different areas of the State annually approved by the Rate Board Committee or any other authority on the basis of prevailing rates of materials (for steel, cement etc.</p>	<p>3.4.3 Schedule of Rates (SoR): To facilitate the preparation of estimates other than Roads & Bridge works, there shall be an Odisha Schedule of Rates, giving the unit cost of construction for each item of work in accordance with the prescribed specifications and method of construction. A standard data book of Analysis of Rates shall be prepared for referral use. For Roads and Bridge works however MoRTH/ MoRD data book/SoR shall be followed if certain items are not covered in the state SoR/analysis of rate.</p> <p>3.4.4 The Schedule of Rates shall be on digital format, and revised and up-dated regularly (at least every</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>the controlled rates; for wooden materials the rates of M/S Odisha Forest Corporation etc. and for labour the rates fixed under the minimum wages Act, 1948) in different Places like urban areas, mining and industrial areas, unhealthy and inaccessible pockets etc as decided by Government should be kept in each Division and the rates entered in the estimate should generally, agree with such schedule of rate. But where for any reason these are not considered sufficient, a detailed statement must be given in the report showing the manner in which the rates used in the estimate are arrived at.</p> <p>(ii) The schedule of rates should be prepared on the basis of rates prevailing in the different areas of the State, or on the rates prevailing in the area when so decided by Govt.; as it is used for the important purpose of preparing estimates, and also used as a guide in settling rates in contracts. Necessary analysis of the rates of each description of work and the varying conditions thereof should be given as far as practicable.</p> <p>In working out the rates, the tenders accepted for working during the twelve months preceding the date on which their preparation is due to being and the tendency of rates and prices to rise or fall should be taken into account. When the rates and</p>	<p>two years) to take into account (i) rise in cost of inputs; (ii) changes of technology and construction practices; and (iii) introduction of new materials and specifications. Pending the revision of Schedule of Rates, interim revision shall be done, as considered necessary.</p> <p>3.4.5 For an item of work for which no corresponding rate is available in the existing standard schedule of rates, rates may be analysed/prepared from basic principles, and treated as non-schedule item. A continuous effort shall be made to reduce the number of non-schedule items. In any case, efforts shall be made to ensure that cost of non-scheduled items are not more than 10% of the total cost of the project.</p> <p>3.4.6 To ensure uniformity in the Schedule of Rates, specifications and other matters specified in the Code, there shall be a committee called the Technical Committee which will comprise the following, with Engineer-in-Chief, Works Department as the <i>Chairperson</i>:</p> <ol style="list-style-type: none">Engineers-in-Chief, RD, DOWR and H&UDOne Chief Engineer each from RD, DOWR and H&UD, to be nominated by Engineer-in-Chief of the Department;Chief Engineer Works Department in-charge of PWD Code;Senior Deputy Accountant General, Odisha;Representative of State Finance Department;Two Co-opted members, decided by three Engineers-in-Chief;Chief Architect in case of Buildings issue; andSuperintending Engineer, Works Department, in-charge of schedule and specification cell as Member Secretary. <p>3.4.7 The Technical Committee shall meet at such frequency as necessary, but at least twice a year, in the months of January and July. The responsibility of calling the meetings of this Committee is that of Engineer-in-Chief (Civil) of Works Department.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>prices are changing rapidly, the Chief Engineer may issue orders at any time after obtaining approval from the authority finalising the schedule of rates that certain percentage should be added to or deducted from all the rates or from certain specified rates or from rates for certain specified class of items, e.g., for materials or for labour. In the data accompanying the schedule of rates for works, the contractors profit should be shown as a separate item.</p> <p>Note: Copies of schedule rate along with analysis of rates and amendments thereto shall be furnished to the audit.</p>	
<p>Para - 3.4.3. The abstract of the estimate will show the total cost in rupees only of each kind of work; the only exception to this rule being the case of miscellaneous petty work which may be entered in the abstract without measurements the estimated cost alone being given.</p>	<p>3.4.8 No Change</p>
<p>Para - 3.4.4. The abstract of the estimate may under instructions of the Superintending Engineer be framed to show merely the quantity and cost of each completed item of artificer's work, e.g. brickwork, or it may be framed to show cost of labour and materials separately. The adoption of either form of abstract should be determined with reference to the mode in which it is proposed to</p>	<p>3.4.9 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>carry out the work. If it is proposed to contract for the completed items of artificer's work such as masonry etc., then the first mentioned form of abstract will suffice. If it is intended to purchase or procure material and to employ labour for construction separately then the second form of abstract will admit of a closer, easier and earlier check on the outlay and it will therefore be necessary.</p> <p>Note: The mode of execution contemplated at the time of preparation of the estimate, if altered at the time of actual execution, then such estimate shall be re-cast accordingly before such execution and approval of the competent authority according technical sanction, should be obtained.</p>	
<p>Para – 3.4.5. All incidental expenditure which can be foreseen such as compensation for land or cost of land, sheds for workmen and stores, should be separately provided for in the estimate. In addition, provision should also be made for unforeseen contingencies at 5 per cent for works costing less than rupees one lakh and at 3 per cent for works costing between rupees one lakh to rupees five lakhs and at 2 per cent for works costing more than rupees five lakhs. The provision for contingencies may not be diverted to any new item of work or repair which is not provided for in</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>the estimate and the cost of which exceeds Rs. 2,500 or such smaller sum as may be fixed by the State Government, without the sanction of the Superintending Engineer.</p>	
<p>Government Instruction</p>	
<p>Revision of rates of contingency in works estimates: The undersigned is directed to say that in accordance with para 3.4.5 of the OPWD Code Vol-I provision in the estimates is being made for unforeseen contingency at 5% for works costing less than Rs. 1.00 lakh and at 3% for works costing between Rs. 1.00 lakh to Rs. 5.00 lakhs and at 2% for works costing more than Rs. 5.00 lakhs. It has also been provided that all incidental expenditures which can be foreseen should be separately provided for in the estimate. In practice, all types of contingency expenditures are normally included in the estimates separately. There is very little scope for unforeseen contingency. Thus the provision for such unforeseen contingency in the estimates is found to be excessive in order to bring about a national estimate of unforeseen contingency, it is decided that on all estimates provision should be made for the same at 1% of the estimated cost.</p>	Deleted
<p>Para - 3.4.6. The rules regulating the inclusion</p>	3.4.10 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
estimates of the approximate cost of the establishment and tools and plant will be found, in respect of irrigation projects, in paragraph 3.4.19 (3) below and in respect of other works, in the Central Public Works Account Code.	
Para - 3.4.7. Estimates for works on which it is intended to use prison labour will, as in the case of free labour, provide for the full market value of the work to be done, but a note of the reduction, if any to be effected thereby should be made at the foot of the abstract of the estimate.	3.4.11 No Change
Para -3.4.8. In framing estimates it will be necessary whenever it has been arranged to obtain stock or tools and plant for a work from another Department or Division to ascertain from the Department or Division the value of such materials and, if the rules require the transfer to be effected free of charge, to deduct this value at the foot from the total of the estimate.	3.4.12 No Change
Para -3.4.9. When a public works officer prepares plan and estimate for a work, the execution of which is likely to affect or interfere with the works of other Departments/Railways/Post & Telegraph etc. the latter should be consulted well in advance with necessary plans and drawings so that their views are obtained before proceeding with the execution of work.	3.4.13 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Para-3.4.10. (i) On every estimates, whether submitted to the Chief Engineer or Superintending Engineer for sanction or sanctioned by the Divisional Officer under the powers delegated to him a certificate form should, be recorded by the Divisional Officer. "Certified that Shri..... has reported that he has personally visited the spot and prepared the estimate using the sanction schedule of rates and providing for the most economical and safe way of executing the work .</p> <p>(ii) In addition to the usual abstract, all estimates should have attached thereto, a statement of materials both local and foreign required for the execution of the work giving particulars as to the materials available in the stores and required to be freshly purchased or to be supplied by the contractor. (F. D. No. 18672, Dt. 19.4.93.)</p> <p>(iii) No item showing a lump sum provision should be included in the estimates irrespective of the cost of complete details can be worked out and shown in the estimate stage itself. If however, the details are not available at the time of preparing the estimate, a lump provisions may be made and immediately after sanction details estimates therefore should be prepared and sanctioned by competent authority before the workers are</p>	<p>3.4.14 i. No Change</p> <p>Deleted</p> <p>ii. Generally no item showing a lump sum provision should be included in the estimates irrespective of the cost of complete details can be worked out and shown in the estimate stage itself. If however, the details are not available at the time of preparing the estimate, a lump provisions may be made and immediately after sanction details estimates therefore should be prepared and sanctioned by competent authority before the workers are executed against such lump sum provision.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
executed against such lump sum provision.	
II. Original Works	II. Original Works
A. Civil Buildings	A. Civil Buildings
Para - 3.4.11. The Site of every building should, as far as possible, be definitely settled before the detailed designs and estimates are prepared. (See Appendix V for selection of sites and Appendix IV for guidelines for preparation of estimate.)	3.4.15 No Change (See Appendix I for Rules for selection of site for building)
Para - 3.4.12. In all cases, local authorities must be consulted as to the convenience of the site. In the case of works or buildings which are intended to be erected in the neighbourhood of any fort or cantonment, the matter should, in the first instance be referred to the local military works officer for an expression of his opinion from a military point of view, and then submitted to the Government of India, Ministry of Defence for concurrence and when such concurrence has been obtained no deviation is permissible without previous reference to that Ministry.	3.4.16 No Change
Para - 3.4.13. Rules regarding zones of defence works will be found in Army Regulations, India Special attention is drawn to the restrictions on the construction of buildings, alteration of ground level and collection of materials in such zones; and to the prohibition of the transfer of State land in	3.4.17 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
zones without the sanction of the Government of India.	
<p>Para - 3.4.14. Power magazines and all buildings which, from their height or exposed situation, are likely to be struck by lightning should provide with lighting conductors, in accordance with such instructions as the State Government may issue. All conductors and their connections with the earth should be inspected and tested periodically by the Divisional Officer of the Electrical Divisional concerned, a report of each such inspection being submitted to the Superintending Engineer.</p>	<p>3.4.18 Power magazines and all buildings which, from their height or exposed situation, are likely to be struck by lightning should provide with lighting conductors, in accordance with such instructions as the State Government may issue. All conductors and their connections with the earth should be inspected and tested periodically by the Divisional Officer of the Electrical Divisional concerned, a report of each such inspection being submitted to the Superintending Engineer. <i>Also EE, Electrical to inspect the site and confirmed the correctness of provision of lightning conductors in the estimate. The cost confirmation and procurement specifications are also to be certified by the EE, Electrical.</i></p>
B. Roads	B. Roads
<p>Para - 3.4.15. It may be regarded as a fundamental rule that no road, bridge, ferry, tunnel, ropeway or causeway in charge of the Public Works Department should be abandoned or allowed to fall out of repairs without the prior sanction of the Government.</p>	<p>3.4.19 No Change</p>
<p>Para -3.4.16. (a) Before the estimate for road project is prepared, preliminary investigation is to be carried out where necessary. Projects for roads when submitted for sanction should be accompanied by the following documents: (i) Report detailing history, design, scope, rates, specifications, volume of traffic, nature of soil references, cost and mode of execution etc.</p>	<p>3.4.20 No Change</p> <p>Sub-heading i to vi No Change</p>



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<p>(ii) Detailed measurements and abstract of cost.</p> <p>(iii) Index map, scale 1:50,000.</p> <p>(iv) Plans, scale 1:5,000. Longitudinal and crosses or transverse sections, scale horizontal 1:1,000 to 1:100 and vertical 1:100 to 1:10 as applicable.</p> <p>(v) Detailed drawings of all engineering works such as bridges etc. scale 1:100 or 1:50 for plan and estimates.</p> <p>(vi) Detailed drawings, as per scale given in (v) above of structures, dwellings or inspection bungalows, and quarters for subordinates and gangs.</p> <p>(vii) Quarry chart showing the various quantities from where road metal is proposed to be obtained.</p> <p>viii. For the purpose of estimate, the approved quarry lead is to be provided judiciously. Engineers in charge would be responsible for ensuring the quality of the materials supplied. The contractors would however, be responsible for procurement of materials from authorised sources and voluntarily disclose the source of procurement for the purpose of billing. Besides, the bidder would be required to submit the details of quarry for procurement while submitting the bids.</p>	<p>vii. List of Quarries showing the various quantities from where road metal is proposed to be obtained.</p> <p>viii. For the purpose of estimate, the approved quarry lead is to be provided judiciously with due diligence by the Engineers in charge. would be responsible for ensuring the quality of the materials supplied. The contractors would bear the risk of quarry identification with respect to quality and quantity of material as per specification prescribed. however, be responsible for procurement of materials. from authorised sources and voluntarily disclose the source of procurement for the purpose of billing. Besides, the bidder would be required to submit the details of quarry for procurement while submitting the bids. The Department should not ask for details of quarries from the bidders.</p>
<p>{Works Department OM No. 07556900042013 (Pt-IV) 12366 dated 08.11.2013}</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Note: (a) The above noted scale may be increased or decreased depending on the nature of the project.</p> <p>(b) Estimates for new lines of road shall include the cost of all dwelling and inspection house intended to be built along with it for accommodation of sub-ordinates and others.</p> <p>(c) If any pipe line, drainage work, electrical poles, cables and telephone lines come in the way of new alignment; necessary provision for shifting the same should be made.</p>	<p>No Change</p>
<p>C. Bridges</p>	<p>C. Bridges</p>
<p>Para - 3.4.17. (i) Estimates for bridges, in addition to the reports and plane as in the case of roads, should be accompanied by waterway calculations and sections of trial pits and borings of the stream bed.</p>	<p>3.4.21 i. No Change</p>
<p>(ii) Before detailed estimates for bridges are made, as many trial pits or borings as are considered necessary should be taken for each pier and abutment. It is necessary to make a careful preliminary investigation of the sub-soil in order to ascertain exact nature of the strata and determine accurately the stability of sites for bridges, etc. and the depth to which foundations should be taken.</p>	<p>ii. Before detailed estimates for bridges are made, as many trial pits or borings as are considered necessary should be taken for each pier and abutment. It is necessary to make a careful preliminary investigation of the sub-soil in order to ascertain exact nature of the strata and determine accurately the stability of sites for bridges, etc. and the depth to which foundations should be taken. A certificate of field officer is required conveying 'Field sub-soil investigation, trial pit or boring has been carried out in my presence and correctness of result is certified'. The EE in-charge should countersign the certificate and submit for evolving structural designs in CE, Design office.</p>
<p>(iii) Estimates for bridges must be accompanied by adequate calculations and the report should show</p>	<p>iii. No Change</p>



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<p>how the stream has been crossed hitherto, why it is proposed to bridge it, the kind and volume of traffic expected, whether the stream has ever been bridged before, if so, a description of which should be given and if it failed the reasons, the kind of bridge now proposed, the reasons for the amount of waterway allowed, the height of roadway allowed for boats if any, the nature and size of snags, if any, the drainage of the stream whether flat or hilly, the velocity of current in rainy and dry weather, liability to sudden floods, whether the stream is used for floating out timber and if so, how is the nature of bed and banks, whether the banks are liable to erosion, whether the stream is navigated and if so by what types of vessels, the higher flood level, maximum and normal, and the nature of materials available within a reasonable distance.</p>	
<p>(iv) Whenever it is proposed to construct or modify a bridge, culvert, dam, diversion or other works, which might affect any railway line in the vicinity, the Railway Administration should be consulted in regard to the adequacy of the waterways etc. provided in the proposals. Where there is disagreement, the matter should be referred to the Superintending Engineer concerned.</p>	iv. No Change
<p>(v) In addition to the actual bridge plans, the</p>	v. No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>following plans should accompany as estimate for a new bridge:</p> <p>A plan of the stream for 1-5 kms. above and below the proposed crossing with connected cross section at ever half of a kilometre (or oftener if necessary), a cross section of the stream at the proposed bridge site showing the general level of the country on either bank as well as that of road approaches, the various water levels, depth at which good foundation is available and its nature.</p>	
(vi) The code of practice prescribed by the Indian Road Congress should be followed in general.	vi. No Change
D. Embankments	D. Embankments
<p>Para - 3.4.18. In the case of new lines of river embankments it is necessary that the report should show dearly the financial responsibilities of Govt. in connection therewith and the manner in which it is proposed that the outlay shall be recovered.</p>	<p>3.4.22 No Change</p>
E. Irrigation Works	E. Irrigation Works
(1) Canal Projects	i. Canal Projects
<p>Para - 3.4.19. (1) Every project for an irrigation work should, contain a full report is to the rainfall and depth of spring level in the tract affected, the sources of existing irrigation, and the means of drainage proposed, if such are necessary. The</p>	<p>3.4.23 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>opinion of local revenue officers should also be taken as to the desirability and, necessity of the project work, area proposed to be irrigated, cropping pattern, the fairness of the water rates proposed, and, the probability of the anticipated financial results being realised.</p>	
<p>(2)(a) A general description of the proposed works should follow including the sources from which the supply of water is to be drawn, the quantity of water available at different periods of the year and the quantity it is proposed to utilise, also the character of the sediment, brought down whether likely to fertilize or the reverse, the area land commanded, the average area usually cultivated and the area probably irrigable, the lengths of main canals and distributaries, and in navigation be also contemplated, the length of the navigable portion.</p> <p>(b) The quantity of water allotted to each main canal and the area irrigable there from in a tabular form, the dimensions of the channels and the works on each being furnished.</p> <p>(c) The reasons for the adoption of the particular scheme recommended in preference to any other and a full account of the basis on which the alignments of channels and other portions of the designs have been projected with a careful</p>	<p>No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>analysis of any engineering questions involved.</p> <p>(d) The question of labour and the sources whence it is obtainable, and the probable effects of the operations on the existing rates.</p> <p>(e) The localities whence materials are obtainable and the facilities for manufacture with the probable rates; the results of any experiment on the quality of lime, the character of brick clay, etc.</p> <p>(f) The method proposed for carrying out the work and the establishment probably required.</p> <p>The executive divisions into which it is proposed that the work should be divided and the time which will probably be occupied in construction.</p> <p>(h) In the case of projects for which Capital and Revenue Accounts will be kept the returns excepted from the works and the basis on which they are calculated.</p>	
<p>(3) The complete estimate for a project should include indirect as well as direct charges. The main headings are as follows:</p> <p>Direct Charges-</p> <p>(ii) Works</p> <p>(iii) Establishment including leave pensionary charges.</p> <p>(iv) Tools and plant.</p> <p>Indirect Charges-</p>	<p>No Change</p>



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(i) Capitalization of abatement of land revenue on area occupied by works.	
(ii) Audit and accounts charges at the rate of 1%.	Deleted
<p>The items included under the head 'works' should be, classified under the prescribed main and subheads of account.</p> <p>The provision for establishment and tools and plant should be made at such percentage as the State Government may fix from time to time.</p>	No Change
II. Storage Projects	ii. Storage Projects
<p>Para - 3.4.20. The report should, in addition to the information specified for canal projects, give the area of the tank and contents when full, the area of land commanded and irrigable, the length of the dam, its maximum height, materials of which it is proposed to construct it form etc., length of surplus weir or weirs, and the mode in which the water is to be let off for irrigation. The questions of the available water supply, number of times the reservoir will probably fill during the year, rainfall and proportion flowing off the catchment character of soil and general slopes of the country, loss by evaporation and absorption, quality of the water etc. should be fully dealt, with, as well as the quantity of flood water for which provision must be made, and the waterway of the escape weirs or sluices. The results of any experiment bearing</p>	<p>3.4.24 No Change</p>



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be adopted with reference to the norms prescribed by the Indian Standard Institution from time to time.	
III. 'Repairs' or 'Maintenance' and Operation	III. 'Repairs' or 'Maintenance' and Operation
(A) General	A General
Para - 3.4.22. Repairs may be divided into two classes, 'ordinary' and 'special'.	3.4.26 The Departments engaged in Public Works like OWD, RWD, DOWR & H&UDD shall define norms and yardsticks for maintenance of the structures under their charge. Repairs may be divided into: <ul style="list-style-type: none"> a. Ordinary Repairs b. Periodic Repairs c. Special Repairs & d. Repair for natural disaster such as Flood Damage Repairs
(a) Ordinary repairs include –	a. Ordinary Repairs:
(i) those which, as matter of regulation are carried out periodically and are usually of the same quantity from time to time such as the painting or white washing of a building or a new coating of metal on a road, etc.	i. Those which, as matter of regulation are carried out periodically and are usually of the same quantity from time to time such as the painting or white washing of a building or a new coating of metal on a road including pothole repairs, crack sealing, pavement edge and shoulder repair, clearance of side drains, maintenance of embankment, cross-drainage repair works, repair or replacement of road-side furniture and road signage, bridge and culvert repairs, vegetation control, clearance of litter and debris leak detection and proper sealing in water supply pipelines, sewerage networks, repair of leaky sluice/gate valves, air valves, replacement of plumbing fixtures and fittings, regular repair of electrical control and switching system, replacement of manhole covers and sewerage and drainage networks etc.
(ii) those which are not done as a matter of regulation periodically but which it is convenient to carry out, so far as may be necessary, as the time of periodical repairs; and	b. Periodic Repairs: <ul style="list-style-type: none"> i. Those which are not done as a matter of regulation periodically but which it is convenient to carry out, so far as may be necessary, as the time of periodical repairs; and for roads levelling the surface, path repairing, and providing black-topping by way of surface dressing or premix carpet or mixed seal surfacing. Also those repairs which are required to be carried out at regular intervals depending upon the life or requirement according to manufacturer's maintenance schedule in case of various civil, electrical, mechanical, electronics & communication, components of water supply projects/sewerage



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(iii) such occasional or petty repairs as may become necessary from time to time and which may have to be carried out between the times of periodical repairs.</p>	<p><i>projects/drainage projects consisting of WTPs, WWTPs, pumping stations, sewer network along with appurtenant structures, water supply networks, reservoirs, intake structures, pumping machineries etc. come under this category.</i></p> <p>ii. No Change</p>
<p>(b) Special repairs are which are not periodical or frequent, e.g., re-roofing a building, replacing of beams, renewal of flooring etc. In respect of irrigation works, special repairs include all operations required to maintain the work in a better condition i.e., to an improved standard, by using material of a more permanent or lasting nature without increasing the efficiency or scope of the system, e.g., plastering in place of painting, rough stone masonry in place of dry stone packing, revetment to tank bunds at sites of breaches and to margins of rivers at places; where they are eroded, grouting newly the surface of the aprons and revetments, lengthening of aprons and revetments to protect erosion noticed in beds and margins of rivers, canals and channels.</p>	<p>c. Special repairs and (d) repair for natural disaster like flood damage repairs:</p> <p>i. Roads: This includes flood damage repairs viz (i) special repairs like pavement riding quality improvement (PRQI) including any profile correction (ii) treatment of damages caused by floods, cyclones and other natural calamities (iii) special repair of bridges.</p> <p>ii. Buildings: These cover major repair or replacement or remodelling of a portion of an existing structure or installation or other works due to major breakdowns, or deterioration, or periodic renewal, which do not result in a genuine increase in the value of the property such as re-roofing a building, replacing of beams, renewal of flooring etc.</p> <p>iii. Irrigation: This includes all operations required to maintain the work in a better condition i.e., to an improved standard, by using material of a more permanent or lasting nature without increasing the efficiency or scope of the system, e.g., plastering in place of painting, rough stone masonry in place of dry stone packing, revetment to tank bunds at sites of breaches and to margins of rivers at places; where they are eroded, grouting newly the surface of the aprons and revetments, lengthening of aprons and revetments to protect erosion noticed in beds and margins of rivers, canals and channels.</p> <p>iv. Public Health Engineering: This includes rehabilitation of all water supply, sewerage, drainage works. Rehabilitation includes repairs to all structural components affected by natural calamities including replacement, if required, to restore the system to its original capacity.</p>
<p>(c) Operation is required only in certain types of works, viz., Irrigation works, Public Health engineering works. Lift Irrigation works, power</p>	<p>v. No Change</p>



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houses, etc. and the same are required to be carried out as per the standard instructions laid down from time to time.	
Notes: (1) It is the responsibility of the Superintending Engineer, to indicate which of the repairs and maintenance work should be done annually and which are to be executed at longer intervals.	Notes: 1. It is the responsibility of the Engineer-in-Charge , to indicate which of the repairs and maintenance work should be done annually and which are to be executed at longer intervals. In October of previous year, a condition review of the assets shall be conducted to identify works needing Special Repairs and requirement of funds be intimated to superior office.
(2) It is also the responsibility of the Superintending Engineer to issue necessary instructions for proper maintenance and operation or execution of different types of works in his circle. Where similar types of work exist in different circle, the Chief Engineer should lay down instruction to bring uniformity in the maintenance and operation of various of public works.	2. No Change
No provision in existing OPWD Code	3. The sanctioned amount of Special Repairs is permitted to be carried forward up to five years wherever considered necessary.
No provision in existing OPWD Code	3.4.27 Maintenance of Roads: The maintenance of roads is very important from the citizen point of view and economic considerations, and constitutes high priority for the State. The basic policy parameters in this regard aim at: a. Providing safe and comfortable riding quality to users and preventing deterioration of road assets of the State (safety of bridges being the first consideration) b. Providing sufficient funds, preferably dedicated funds, for road maintenance; c. Establishing mechanism for allocation of funds between ordinary maintenance, bridge maintenance and periodic maintenance of pavement and special repairs; d. Using a rational Pavement Management System (PMS) for optimisation of maintenance strategy,



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	<p>prioritisation of maintenance programme, judicious allotment of funds, effective execution of works, their monitoring and control; (a similar approach for Bridge Management System to be followed in respect of maintenance of bridges);</p> <p>e. Appropriate procedures of inspection, checks and technical audit; and</p> <p>f. Keeping history sheet of maintenance (like, health chart) of every road, kilometre-wise and year-wise, in a suitable format, as also of all bridges.</p>
	<p>3.4.28 Work Programme for Roads: The Chief Engineer in-charge of roads shall, in January every year, get the entire road length inspected at the Divisional level for identification of stretches requiring treatment and the nature thereof, and prepare a draft work programme. This will comprise all repair works (including special repair of bridges) other than ordinary repairs. The Chief Engineer, in consultation with Engineer-in-Chief, shall (i) devise suitable proper proforma(s) as will bring out complete information regarding the rehabilitation/improvement proposals of the roads including bridges & culverts; and (ii) issue detailed instructions regarding the method of preparing the work programme. The work programme shall be prepared in a professional manner, based on site conditions.</p> <p>3.4.29 The work programme so prepared at the Divisional level shall be test checked by the concerned Superintending Engineer and scrutinised by the Chief Engineer designated for the purpose. Chief Engineer concerned shall carry out random check of selected works in every Circle to know/assess the parameters used in preparing the work programme.</p> <p>3.4.30 The work programme shall be discussed at the Headquarters level, taking into account the observations of the inspections carried out at different levels, and modified as required. This shall be submitted (preferably by Feb 15) to the State Government, indicating inter se priorities. The Administrative Secretary shall also hold a meeting in this regard (especially in view of the availability of funds) and submit the programme to the competent authority for approval.</p> <p>3.4.31 After receipt of approval, the work programme shall be put into operation within the minimum possible time. Chief Engineer concerned will be responsible for its proper implementation. Any changes made at the time of implementation shall be brought (preferably by June) to the notice of the State Government, detailing the reasons for the departure.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	<p>3.4.32 As regards ordinary repairs, the respective Divisional Officers shall draw up their programme and obtain approval of the Superintending Engineers before the closure of the previous Financial Year. The implementation of the programme shall be continuously monitored at Circle and Headquarters levels.</p>
<p>Para - 3.4.23. Except in the cases contemplated in paragraph 3-4-37 provision for repairs and operation made under sub-paras. (a) (i) (ii) and (c) of Para 3-4-22 above should be made in annual estimates and for the repairs under sub para (a) (iii) of Para 3-4-22 in separate requisitions as the occasion may require.</p>	<p>Deleted</p>
<p>Para - 3.4.24. A separate estimate should be prepared for the maintenance of each work or of each class building in each subdivision or of a portion of work or group of works as detailed in the budget. Attention to this point is necessary, for in the principal accounts the total outlay against each estimate alone being posted, it is only by recording the outlay year after year on the maintenance of each particular set of buildings or works that useful comparison can be made.</p>	<p>3.4.33 A separate estimate should be prepared for the maintenance of each work or of each class building in each subdivision or of a portion of work or group of works as detailed in the budget. Attention to this point is necessary, for in the principal accounts the total outlay against each estimate alone being posted, it is only by recording the outlay year after year on the maintenance of each particular set of buildings or works that useful comparison can be made. For various modes of maintenance contract like input based maintenance, performance based maintenance, toll based maintenance para 9.1.18 of chapter 9 for Asset Management may be followed.</p>
<p>Para - 3.4.25. The State Government will fix the month which is to be considered as the last month of the working year for the purpose of annual maintenance and operation estimate. Each ordinary repair estimate should include the whole expenditure which is anticipated to be incurred during the working year on the maintenance of the</p>	<p>3.4.34 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>work concerned. Notes: Financial year, i.e. from April to March will be the repair year.</p>	
<p>Para - 3.4.26. As soon as the allocation of repair grant is received, the Superintending Engineer should distribute it to the various Divisions in his circle separately under (i) repairs or maintenance, (ii) special repairs, (iii) operation, and (iv) emergent protection works (in case of flood embankments). The Divisional Officer should attach a provision slip in the prescribed form to each estimate sanctioned by him or submitted by estimates sanctioned allotment the estimate sanctioned. To cover by the sub-divisional officers allotment may be placed at their disposal basing, on the nature of estimates sanctioned by them in the preceding three years.</p> <p>Similarly, in respect of allotment for tools and plant, the Superintending Engineer should distribute the allotment to each Divisional Officer under his circle separately for new supply and repairs and carriages. Provision slips should also be attached by the Divisional Officer to tools and plant estimates.</p> <p>In no case the amount of estimates sanctioned at various levels shall exceed the amount of allotment placed at the disposal of a Divisional</p>	<p>3.4.35 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
Officer.	
Para - 3.4.27. Repairs estimates should, like those for original works, provide for the removal of all rubbish which may have accumulated, filling in unsightly pits round the buildings, all works establishment employed specially, on the work and under separate sub-heads, all watchmen sanctioned by competent authority for the care of vacant buildings, guarding works, working sluices etc.	3.4.36 No Change
Para - 3.4.28. The sanction to an ordinary repair estimate lapses on the last day of the year fixed by the State Govt. under paragraph 3-4-25 . If however, inconvenience would arise in any exceptional case from the stoppage of the work on the fixed date, the repairs may be carried out to completion the expenditure after that date being treated as expenditure against a fresh repairs estimate for the next working year.	3.4.37 The sanction to an ordinary repair estimate lapses on the last day of the year fixed by the State Govt. under paragraph 3.4.34 . If however, inconvenience would arise in any exceptional case from the stoppage of the work on the fixed date, the repairs may be carried out to completion the expenditure after that date being treated as expenditure against a fresh repairs estimate for the next working year.
Para - 3.4.29. Estimates for special repairs remain current till the completion of the repairs in the same manner as estimates for original works.	3.4.38 No Change
Para- 3.4.30. Except in case of buildings no scale has been prescribed for annual expenditure on maintenance of roads, flood embankments, dams, main canal and branches, distributaries and minors, pumping station, public health engineering	3.4.39 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
work, lift irrigation works and electricity works etc. As the scale of annual expenditure in respect of the above public works will vary from work to work, the State Govt. will fix the limit for each type of public work in consultation with the concerned Chief Engineer.	
Para-3.4.31. In case of urgency, the Superintending Engineer may authorise the commencement of periodical repairs in anticipation of the formal sanction to the estimate but in such cases an approximate sum must be fixed to the expenditure of which sanction is provisionally given and the Divisional Officer will be responsible that the regular estimate is submitted at the earliest possible date. In this connection see also paragraph 3-7-1 for commencement of work.	3.4.40 No Change
Para - 3.4.32. In the case of all descriptions of work, for the renewal of which any specific period of time has been fixed, the estimate for its repairs should show the date when such item of work was last executed.	3.4.41 No Change
(B) Special Rules	B Special Rules
(i) Buildings	i. Buildings
Para - 3.4.33. To facilitate the preparation of estimates for periodical, repairs, a standard measurement book should be kept in the office of	3.4.42 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>each Divisional Officer, showing the detailed measurements of each kind of work which is usually subject to renewal in each work under his charge.</p> <p>Para - 3.4.34. Except in the case of lump sum estimates for ordinary annual repairs, dealt with under paragraph 3-4-37, the annual expenditure on ordinary repairs to Government buildings (both residential and non-residential), exclusive of Municipal taxes, should be limited to a minimum of 1.5 % percent of the capital cost; when this limit has to be exceeded in any exceptional case of the sanction of the Superintending Engineer should be obtained. Such sanction should not be accorded except for reasons to be specially recorded. As regards special repairs as referred to in paragraphs 3-4-22 (b) and 3-4-23 on limit has been fixed with reference to the capital cost of any building, as such repairs are not annual or strictly periodical. Such estimates should be carefully scrutinised and sanctioned by the competent authority as occasions arise.</p> <p>Note: As laid down above, the limit of 1.5 % on the capital cost of annual repairs to Government buildings is relaxed in the case of thatched buildings; provided, the annual expenditure on repair to such buildings does not exceed the</p>	<p>3.4.43 Except in the case of lump sum estimates for ordinary annual repairs, dealt with under paragraph 3-4-47, the annual expenditure on ordinary repairs to Government buildings (both residential and non-residential), exclusive of Municipal taxes, should be limited to a minimum of 2.5 % percent of the building cost worked out on the basis of prevailing plinth area rates; when this limit has to be exceeded in any exceptional case of the sanction of the Superintending Engineer should be obtained. Such sanction should not be accorded except for reasons to be specially recorded. As regards special repairs as referred to in paragraphs 3.4.26 no limit has been fixed with reference to the capital cost of any building, as such repairs are not annual or strictly periodical. Such estimates should be carefully scrutinised and sanctioned by the competent authority as occasions arise.</p> <p>Note: As laid down above, the limit of 2.5 % on the capital cost of annual repairs to Government buildings is relaxed in the case of thatched buildings; provided, the annual expenditure on repair to such buildings does not exceed the average for the past five years.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
average for the past five years.	
Para - 3.4.35. In the cases of buildings maintained by the Department in charge of public works in special cases occasional repairs not provided for in the annual repairs estimate, may be executed on requisition.	3.4.44 No Change
Para -3.4.36. Where municipal or other taxes on public building are payable by Government, provision for such taxes should be made in the annual repair estimate.	3.4.45 No Change
Para - 3.4.37. In the case of any building the cost of the ordinary annual repairs (excluding municipal taxes) which is less than Rs. 2,500 the Superintending Engineer Play prescribe subject, to revision from time to time a lumpsum limited to Rs. 2,500 (plus the amount of the municipal taxes if any payable by Government under paragraph 4-1-24 of this Code) for any building to cover the cost of maintenance and within this amount expenditure will be permissible without any detailed estimate being prepared. Such lump sum should be fixed after consideration of the cost of maintenance in the past and in the case of residential building, should further be limited to the amount included for this purpose in the rent assessment. If in any working year the estimated cost of maintenance is more than the permissible	3.4.46 In the case of any building the cost of the ordinary annual repairs (excluding municipal taxes) which is less than Rs. 25,000 the Superintending Engineer may prescribe subject, to revision from time to time a lumpsum limited to Rs. 25,000 (plus the amount of the municipal taxes if any payable by Government under for any building to cover the cost of maintenance and within this amount expenditure will be permissible without any detailed estimate being prepared. Such lump sum should be fixed after consideration of the cost of maintenance in the past and in the case of residential building, should further be limited to the amount included for this purpose in the rent assessment. If in any working year the estimated cost of maintenance is more than the permissible limit given above or if the lump sum sanctioned by the Superintending Engineer is exceeded, a detailed estimate must be prepared in accordance with the ordinary rules and be sanctioned by competent authority. On sanction being accorded to such an estimate the sanction of the Superintending Engineer to the lumpsum provision will automatically be superseded for the working year in question.



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>limit given above or if the lump sum sanctioned by the Superintending Engineer is exceeded, a detailed estimate must be prepared in accordance with the ordinary rules and be sanctioned by competent authority. On sanction being accorded to such an estimate the sanction of the Superintending Engineer to the lumpsum provision will automatically be superseded for the working year in question.</p> <p>Note: As referred in this paragraph, the sanction accorded to the lumpsum provision, shall be held to Be a sanction to an estimate for the same amount for all purposes of this Code.</p>	<p>No Change</p>
<p>(H) Roads</p>	
<p>Para — 3.4.38. Unless metal is to be obtained by purchase or contract and delivered on the road, the estimate should show the proposed cost, divided under cost of 'collection' and 'carriage'; if the metal is to be manufactured, the probable outlay on each sub-head of the operation should be shown distinct from carriage.</p>	<p>Deleted</p>
<p>3.5. Contracts</p>	<p>3.5 Contracts</p>
<p>I. General</p>	<p>I. General</p>
<p>Para – 3.5.1. The recognised system of carrying out work otherwise than by the employment of daily or periodical labour or Departmental machinery is by entering into contracts.</p>	<p>3.5.1 The recognised system of carrying out work otherwise than by the employment of daily or periodical labour or Departmental machinery is by entering into contracts. For further details “Procurement Manual” shall be referred to.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Before entering into contracts, it must be ensured that the prerequisites required under para 3-7-1 ibid have been fulfilled or orders of the competent authority dispensing with the provision have been obtained. The contract should be executed either on the basis of tender or on award of work without calling for tender. In either case orders of the competent authority must be obtained before entering into any contract.</p>	<p>No Change</p>
<p>Notes: (1) In this Code, the term 'contract' does not include mere purchase of materials or stores but also covers supply of any materials or articles which usually involves manufacture processing of excavation before it is ready for delivery, such as bricks, chips, metal etc., which may be procured be entering into contract for procurement of such materials.</p> <p>(2) Where materials or stores are not purchased on contract, they shall be governed by the financial rules in force. (Appendix VI may be seen).</p>	<p>Note: 1. In this Code, the term 'contract' does not include mere purchase of materials or stores but also covers services like supervision and other technical consultancy and also supply of any materials or articles which usually involves manufacture processing of excavation before it is ready for delivery, such as bricks, chips, metal etc., which may be procured be entering into contract for procurement of such materials.</p> <p>2. Where materials or stores are not purchased on contract, they shall be governed by the financial rules in force and provisions of Procurement Manual shall also be followed.</p>
<p>Para - 3.5.2. The public works officers empowered to sign contracts on behalf of Governor of Odisha will ordinarily sign, the contract in one of the standard forms indicated in para 3.5.5. In cases where the execution of a certain work demands a separate form of contract the same can be adopted with specific approval of Government in</p>	<p>3.5.2 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>each case. (See para 6.3.15, also).</p> <p>Para - 3.5.3. Contracts may be two of kinds, viz. lump sum and item rate.</p> <p>(a) In a lump sum contract the contractor agrees to execute the work, with all its contingencies for a fixed sum.</p> <p>(b) Item rate contracts are those in which the contractor under takes to execute the work at fixed rates the sum he is to receive depends on the quantities and kind of work done or materials supplied.</p>	<p>3.5.3 Contracts generally shall be of four types, viz. item rate, percentage rate, lump sum and turnkey.</p> <p>a. In Item rate contracts, the contractor under takes to execute the work at the accepted contract rates of the items and the total sum depends on the quantities and kind of work done or materials supplied.</p> <p>b. In percentage rate contract, the Contractor has to mention percentage excess or less over the estimated cost (in figures, and as well as in words) in the prescribed format appended to the tender document.</p> <p>c. In a lump sum contract the contractor agrees to execute the work, with all its contingencies for a fixed sum for a well-defined scope of work.</p> <p>d. In turnkey contract (EPC), the contract in which a project is delivered in completed state with well-defined scope of work. The owner is generally required to only oversee and monitor. Contracting agency handles all decisions and problems related to construction.</p> <p>e. Consultancy Contract, this is a contract for appointment of consulting agency.</p> <p>f. Contract of Procurement of Goods, this contract is used or Procurement of Goods for the public purposes.</p>
<p>Para - 3.5.4. The following principles should be followed by officers in charge of Public works in entering into contracts:</p> <p>(i) The terms of a contract must be precise and definite and there must be no room for ambiguity or misconstruction therein.</p> <p>(ii) The terms of a contract once entered into should not be materially varied without the previous consent of the Government.</p> <p>(iii) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the Finance Department.</p> <p>(iv) No contract may be entered into by</p>	<p>3.5.4 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Government servants who have not been empowered to do so Contracts regarding which there are no definite rules or orders of Government as to conditions, forms etc. should be entered into only after obtaining the sanction of Government who will take necessary legal and financial advice in each case.</p> <p>(v) Even in cases where a formal written contract is not made, no order for supplies etc. should be placed without at least a written agreement as to the price.</p> <p>(vi) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.</p> <p>(vii) Provision should be made in every contract to enable Government to revoke it with due notice.</p> <p>(viii) A clause to the effect that the contractor shall be responsible for compensation to any of his workmen under the Workmen's Compensation Act should invariably be inserted in the agreement.</p>	<p>(viii) A clause to the effect that the contractor will abide by all labour laws and regulation in force or notified by the Central/State Govt. The contractor shall be responsible for compensation to any of his workmen under the Workmen's Compensation Act should invariably be inserted in the agreement.</p>
<p>Para - 3.5.5. The following forms shall be used for agreements with the contractors for the purpose noted against each.</p>	<p>3.5.5 Forms shall be used for agreements with the contractors for various purposes as follows:</p>
<p>(i) Item Rate Contract: For item rate tenders contractors are required to quote rates for Individual items of work on the basis of schedule of quantities. This form ensures a more detailed</p>	<p>i. Item Rate Contract: For item rate tenders contractors are required to quote rates for Individual items of work on the basis of schedule of quantities. This form ensures a more detailed analysis of costs by the contractor and as such is more scientific. Officers in charge of public works have to work out the schedule of quantities against each item of work and the contractors have to work out the rates against each item.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>analysis of costs by the contractor and as such is more scientific. Officers in charge of public works have to work out the schedule of quantities against each item of work and the contractors have to work out the rates against each item. The forms adopted for item rate contracts are indicated below:</p>	
<p>No provision in existing OPWD Code</p>	<p>In Item Rate Contract, the bid document only indicates the specifications and quantities of the item proposed for execution by the Department, and the contractor is expected to quote his rate normally based on his assessment of the market conditions and work out the total contract value. Reasonable variations can be allowed during execution in terms of the contract. The contractor is paid on the basis of measurement of works executed at the rates approved in the letter of acceptance. This type of contract is suitable for all types of works like buildings, bridges, culverts, roads, sewer lines, irrigation works, and carries the least risk of uncertainty for the parties. The forms adopted for item rate contracts are as per prescribed contract bidding forms.</p>
<p>(a) Form No.: In this form of contract, time is of the essence. The contractor is required to maintain a certain rate of progress. Failure in maintaining the progress will make him liable to pay compensation. The items of works and the quantity can be increased, reduce or replaced. The period of completion can correspondingly be altered. The form can be adopted for any work without any restriction.</p>	<p>No change</p>
<p>(b) Form No. – This form is used for works upto a limit of Rs.50,000. The currency of the contract will</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>automatically cease after a period of six months. The individual items and quantities in the contract can be altered so long as the total value of the contract does not exceed the contracted amount. The contract can be terminated when the progress of work is not satisfactory.</p>	
<p>(c) Form No. - (Work order). This form may normally be used for small works costing Rs. 10,000 and below to be executed without calling for tenders. The description of items should be strictly according to the schedule of rates and the rates for various items of work should not exceed the rate entered in the schedule of rates. It is not much different from Form No. indicated against (1) (b), but any work awarded in this form may be stopped by the engineer-in-charge or the contractor at any time without being required to pay any compensation.</p>	<p>a. Form No. - (Work order): This form may normally be used for single work costing Rs. 50,000 and below to be executed without calling for tenders. The description of items should be strictly according to the schedule of rates and the rates for various items of work should not exceed the rate entered in the schedule of rates but any work awarded in this form may be stopped by the engineer-in-charge or the contractor at any time without being required to pay any compensation.</p>
<p>(ii) Form No. - (Contract for supply of materials): This form should normally be used where the purchase of materials for which specifications and rates have been stipulated by the Department, is involved. According to the form the contractors are required to quote rates for supply of the required quantity of materials such as bricks, chips and metal etc.</p>	<p>b. Form No. - (Contract for supply of materials): This form should normally be used where the purchase of materials for which specifications and rates have been stipulated by the Department, is involved. According to the form the contractors are required to quote rates for supply of the required quantity of materials such as bricks, chips and metal etc. Procurement Manual may be referred for details.</p>
<p>Amendment to Para 3.5.5 Vol. I Dt. 17.05.2006.</p>	<p>ii. Percentage Rate Contract</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>The Following new provision shall be made to quote the rate of work by the Contractor.</p> <p>(v) Percentage Rate Contract</p>	<p>In percentage rate contracts the schedule of quantities shall mention estimated rate of each item and amount thereto. The Contractor has to mention percentage excess of less over the estimated cost (in figures, as well as words) in the prescribed format appended to the tender document. For details Procurement Manual may be referred.</p> <p>iii. Lump-sum contract: In Lump-sum contract, the contractor agrees to execute complete work with all its contingencies in accordance with the drawing, design, specification for a fixed sum.</p>
<p>Percentage contract will be in addition to item rate, lump sum contracts etc. In such contracts the schedule of quantities shall mention estimated rate of each item and amount thereto. The Contractor has to mention percentage excess of less over the estimated cost (in figures, as well as words) in the prescribed format appended to the tender document. The contractors participated in the tender for more than one work will offer conditional rebate. Rebate offer submitted in separate sealed envelope shall be opened, declared and recorded first. The rebate offered shall be considered after opening of all packages called in the tender notice. The contractors who wish to tender for two or more work shall submit separate tender for each. Each tender shall have the same and number of the works to which they refer, written on the envelope.</p> <p>The adopted format for percentage rate is same as that of the from adopted for item rate tenders the</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>worked "item rate" shall be replaced by "percentage rate" and the contract form may be named as P-1. In this form, time is the essence. The contractor is required to maintain a certain rate of progress specified in the contract. The Contract can also be terminated with penalty when the progress of work is not as per the conditions of contract. The quantity mentioned can be increased or reduced to the extent of 10% for individual items subject to a maximum of 5% over the estimated cost. If it excess the limit stated above prior approval of competent authority is mandatory before making any payment. The period of completion is fixed and cannot be altered except in case of exceptional circumstances with due approval of next higher authority.</p> <p>In case of percentage rate tenders, only percentage quoted shall be considered. Percentage quoted by the Contractor shall be accurately filled in figures and words, so that there is no discrepancy. If any discrepancy is found in the percentage quotes in words and figures, then the percentage quoted by the Contractor in words shall be taken as correct. If any discrepancy is found in the percentage quoted in percentage excess/less and total rate quoted by the</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)				
<p>Contractor than percentage will be taken as correct. The percentage quoted in the tender without mentioning excess or less and not supported with the corresponding amount will be treated as excess. The Contractor will write percentage excess or less up to one decimal point only. If he writes the percentage excess of less up to two or more decimal point, the first decimal point shall only be considered without rounding off where the contractor has omitted to quote the rates either in figure and words, the Officer opening the tender should record the omission. Bills for percentage rate tenders shall be prepared at the estimated rates for individual items only and the percentage excess or less shall be added or sub-traded from the gross amount of the bill. This may not be applicable to the works funded by world Bank and other external agencies, in which case their guidelines shall be followed.</p>					
<p>Amendment to Note I to Para 3.5.5. of O.P.W.D., Vol. I, Dt. 17.05.2006</p> <p>Note I - Incentive should be paid in respect of individual project for new construction/substantial additional or improvement works, the minimum value of which is mentioned below.</p> <table border="1" data-bbox="165 1246 712 1327"> <thead> <tr> <th data-bbox="165 1246 495 1278">Name of the work</th> <th data-bbox="504 1246 712 1278">Minimum Value</th> </tr> </thead> <tbody> <tr> <td data-bbox="165 1299 495 1327">1. Building work/P.H. work</td> <td data-bbox="504 1299 712 1327">Rs. 40.00 lakhs</td> </tr> </tbody> </table>	Name of the work	Minimum Value	1. Building work/P.H. work	Rs. 40.00 lakhs	<p>Note: Incentive should be paid in respect of individual project for completion of work before the time stipulated in the contract. The provisions of SBDs in this regard shall be followed.</p> <p>Taken to Manual</p>
Name of the work	Minimum Value				
1. Building work/P.H. work	Rs. 40.00 lakhs				



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>2. Road work Rs. 3.00 crores 3. Irrigation work Rs. 10.00 crores</p> <p>Incentive will be paid with approval of next higher authority of tender accepting authority on completion of original work before original time schedule. Incentive need not be included in the estimate. Specific budget provision may be made under State Plan out of which the incentive shall be met.</p>	
<p>Note II: When the bid amount is up to 10% less than the estimated cost, no additional performance security is required to be deposited. when the bid amount is less than the estimated cost by more than 10% and within 15%, in such an event, the successful bidder will deposit the additional performance security to the extent of 1.5 times of the differential cost of the bid amount and 90% of the estimated cost.</p> <p>Note III: For availing incentive clause in any project which is completed before the stipulated date of completion, subject to other stipulations it is mandatory on the part of the concerned Executive Engineer to report the actual date of completion of the project as soon as possible through fax or e-mail so that the report is received within 7 days of such completion by the concerned SE, CE & the Administrative Department. The</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>incentive for timely completion should be on a graduated scale of one percent to 10 percent of the contract value. Assessment of incentives may be worked out for earlier completion of work in all respect in the following scale: Before 30% of contract period =10% of Contract Value Before 20 to 30% of contract period=7.5% of Contract Value Before 10 to 20% of contract period=5% of Contract Value Before 5 to 10% of contract period=2.5% of Contract Value Before 5% of contract period=1% of Contract Value [Works Department OM No. 07556900042013 (Pt-IV)-12366 dated 08.11.2013]</p>	
<p>No provision in existing OPWD Code</p>	<p>The contractor shall be paid from time to time as per the schedule specified in the contract or the full amount on completion of the work. The billing schedule shall be commensurate with the actual work done, and the risk of front-loading strictly guarded against. A few other features of this system of contract are:</p>
<p>(a) A schedule of rates is specified in order to regulate the amount to be added or deducted from the fixed sum on account of additions and alterations to drawings, designs and specification not covered by the contract.</p>	<p>a. This contract is eminently suitable for stereotype/ repetitive residential buildings or other structures for which standard drawings are normally available. It is also suitable for bridge works, chimneys, bins/silos, overhead tanks, etc. whether on Department's design or that of the contractor. In the latter case, the Department shall spell out the requirements in detail to enable the contractor to prepare his designs and drawings accordingly, and submit them to the employer for check and approval before construction;</p>
<p>(b) Except as provided in clause (a) no allusion is made in the contract to the departmental estimate</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
of the work, schedule of rates or quantities of work to be done.	
(c) Detailed measurements of the work done are not required to be recorded except in respect of additions and alterations.	b. Detailed measurements of work done in a lump sum contract are not required to be recorded, except in respect of additions and omissions. No reference is made in the contract to the Departmental estimate of the work, schedule of rates or the quantities of work to be done. Payment of additions and omissions is regulated by prevailing schedule of rates as agreed upon while approving the tender or the rates; and
(d) The deductions to which Government is entitled to as per contract are clearly recorded and attended to while issuing final certificates and they should record in writing the method adopted and also refer to the documents on the basis of which a certificate is given.	Deleted
(e) There is no restriction in the value of the contract. Specific permission from the authority competent to accept the tender is necessary before this form is adopted. Detailed drawings, designs and specifications which form the basis of the lumpsum contract should be approved by the competent authority before tenders are called for.	Deleted
(iv) Form No. - (Contract for carriage of materials). This form is used for carriage of materials.	c. Contract for Carriage of Material: This form is used for carriage of materials on long term basis and not meant for isolated conveyance of materials
(vi) Turnkey Contract	iv. Turnkey Contract (EPC): In this type of contract, the employer either directly or through a Consultant specifies the detailed project requirements and standards of performance for inviting bids. The contractor or the consortium submits an all-in-one turnkey bid, which is for the provision of the whole of the work including its survey and investigation, design, engineering, construction, supply and installation of equipment and commissioning. If required, maintenance for a limited period may also be entrusted to the



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>i. Building Projects costing more than Rs. 25.00 crore is eligible for execution on Turnkey basis</p> <p>ii. A Technical Committee under the Chairmanship of EIC (Civil), Odisha/CE (Building) is to be formed to consider all such proposals before recommendation of turnkey projects for Government approval.</p> <p>{Finance Department UOR No. 122-WF-I dated 27.05.2013}</p> <p>No Provision</p>	<p>same contractor. EPC (Engineering, Procurement and Construction) contract is essentially in the nature of a turnkey project.</p> <p>No Change</p> <p><i>v. Consultancy Contract: This is a contract for appointment of consultant for any outsourced services. A detailed guidelines for engagement of consultants are given in annexure 3.2 of the OPWD manual. The Standard Bidding Documents for services shall be used for calling bids for appointment of consulting agency. The delegation of powers to sanction expenditure and approval of engagement of consultant are given under item no. 9 of Annexure 6.1B.</i></p> <p><i>vi. Contract for Procurement of Goods: This is a contract for Procurement of Goods for public purposes. A detailed guidelines for Procurement of Goods are given in annexure 3.3 of the OPWD manual. The Standard Bidding Documents for services shall be used for calling bids for Procurement of Goods. The delegation of powers to sanction expenditure and approval of engagement of consultant are given under item no. 10 of Annexure 6.1B.</i></p>
<p>II. Tender Documents</p>	<p>II. Tender Documents</p>
<p>Para - 3.5.6.</p> <p>Before a work is given out on contract, the Divisional Officer must prepare 'tender documents'</p>	<p>3.5.6 All tenders costing Rs. 10 lac and above has been decided to be hosted by e- procurement portal of Govt. of Odisha for increased efficiency, cost saving & improved transparency. The details guidelines and procedure are given in Annexure 3.1 of OPWD Manual.</p> <p>No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>to include:</p> <ul style="list-style-type: none">(i) The notice inviting tender.(ii) The form of tender to be used along with a set of conditions to be compiled which by the persons whose tender may be accepted.(iii) A complete set of drawings showing the general dimensions of the proposed work, and so far as necessary, details of the various parts.(iv) A complete specifications of work to be done and of the materials to be used, unless reference can be made to some standard specifications.(v) A schedule of quantifies of the various description of work. <p>Notes: (I) The Chief Engineer or an officer authorized by him, shall be responsible for preparation of documents in case of contract in special forms applicable to electrical or any other work</p> <p>(II) Such contract documents would require the approval of an authority not lower or below an authority competent to accept the tender.</p> <p>(III) Unless and until all the tender documents are ready, no tender notice shall be issued.</p>	
<p>Para - 3.5.7. If the amount of the tender is likely to be beyond the Divisional Officer's power of acceptance, he should, before publicly inviting tenders, submit the tender documents to the</p>	<p>3.5.7 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Superintending Engineer for his approval together with a copy of the draft advertisement inviting tenders and the form in which tenders are to be submitted. If the amount of tender is likely to exceed the Superintending Engineer's power of acceptance, that officer should in a like manner, submit the tender documents to the Chief Engineer for approval.</p> <p>If the tender includes any special condition(s) which is not within the Chief Engineer's power of acceptance, the/previous approval of Government in the Administrative Department must be obtained to the acceptance of such special condition(s).</p>	
<p>Para - 3.5.8. Wherever it is not possible to execute contract deeds on one or other of the approve forms, the Law Department should be specifically consulted through the Administrative Department. Similarly, Law Department should be consulted or addition, deletion or modification in the standard forms of contract.</p> <p>Note: With regard to the principles to be observed before entering into contact para 3.5.4 may be seen.</p>	<p>3.5.8 No Change</p>
<p>III. Tenders</p>	<p>III. Tenders</p>
<p>Para - 3.5.9. [Subject to the provision contained in Appendix XXXIII to the OPWD Code Vol. II] (Added</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>by Works Deptt. No. 23647 Dt. 5.11. 90.) tenders should invariably be invited publicly in the manner prescribed in Appendix IX to the Code and in paragraph 3-5-10 below for all works given out on contracts and estimated to cost [Rs 10,000 and more except in cases where additional works or items of work have to be undertaken as part of a scheme work for which tenders have originally been invited publicly and which are required to be executed while the work originally undertaken is in progress or for other exceptional reasons. (Substituted by Works Deptt. No. 18078 Dt. 17.8.91)</p>	
<p>Notes: (I) Contract for works estimated to cost less than Rs. 2,500 may be given out with or without invitation of open tenders at the is creation of the Divisional Officers to the best advantage of Government. In the later case, the rates allowed should not be in excess of the current schedule of rates. He should also record reasons for not inviting tenders.</p> <p>(II) The advertisement charges relating exclusively to a particular work may be debited to the head 'works contingencies' of the concerned work; when such charges are common to several works the same may, be debited to 'office expenses'.</p> <p>(III) If a work is to be split up for facility of</p>	<p>3.5.9 i. Contract for works estimated to cost less than Rs. 50,000 may be given out with or without invitation of tenders at the discretion of the Divisional Officers to the best advantage of Government. In the latter case, the rates allowed should not be in excess of the current schedule of rates. He should also record reasons for not inviting tenders.</p> <p>ii. No Change</p> <p>iii. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>execution, the approval of the authority competent to accept the tender for the work as a whole should be obtained before inviting tenders for the work. (See Para 3-5-24).</p> <p>(IV) Unless otherwise authorised by competent authority no tender shall be invited and accepted for a work to which administrative approval and technical sanction has not been accorded. (See exception to para 3-7-1).</p> <p>(V) For award of work costing more than Rs. 2,500 without calling for tender see Appendix VII.</p> <p>(VI) Tenders for 25% of all original works of Civil P.H. and Electrical falling under 'C' class and below, i.e. works costing Rs. 4 Lakhs and less in a year may be divided only from Engineer contractors.</p> <p>(Added by W.D. No. 23647 Dt. 5.11.90.)</p>	<p>iv. No Change</p> <p>Taken to Manual</p>
<p>Amendment to Note – VII to Para 3.5.9 of OPWD Code, Vol. I Dt. 17.05.2006</p> <p>(VII) Financial Limit for resorting technical qualifications: (a) Prequalification of tender has to be resorted to when cost of the works (excluding percentages) is more than Rs. 2,000 lakhs (two thousand lakhs) as per the guidelines prescribed by the concerned Engineering Department.</p> <p>(b) Tender for the works costing above Rs. 50.00 lakhs has to be invited in double covers, one cover containing technical bid and other containing</p>	<p>v. Financial Limit for resorting technical qualifications</p> <p>(a) In double covers, one cover containing technical bid and other containing financial bid of tender has to be resorted to when cost of the works (excluding percentages) is more than Rs. 5 Cr. (Five Crore) as per the guidelines prescribed by the concerned Engineering Department. Works above Rs 50 Cr shall carried out through EPC.</p> <p>b. Tender for the works costing below Rs. 5 Cr. has to be invited from the contractors enlisted in</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
financial bid as per the guidelines prescribed by the concerned Engineering Departments.	appropriate class.
<p>Para - 3.5.10. Tenders, which should always be sealed, should invariably be invited in the most open and public manner possible, whether by advertisement in the Odisha Gazette or local newspapers or by notice in English and in vernacular posted in Public places and tender should have free access to, the tender documents. The notice should in all cases state:</p> <p>First - The place where and the time when the tender documents can be seen and the blank forms of tenders obtained; also the amount, if any, to be paid for such forms of tender.</p> <p>Second - The place where, the date on which and the time up to which tenders are to be submitted and are to be opened.</p> <p>Third - The amount of earnest money to accompany the tender and the amount and nature of the security deposit, required in the case of the accepted tender.</p> <p>Fourth - The authority with whom the acceptance of the tender will rest. Authority should always be reserved to reject and or all of the tenders so received without assignment of any reason and this should be expressly stated in the</p>	<p>3.5.10 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
advertisement. (See paragraph 3-5-18).	
<p>Para - 3.5.11. (a) At the time and place indicated in the notice calling for tenders in the presence of such intending contractors or their authorised agents as they may choose to attend, all tenders received for the same work should be opened personally by the Divisional Officer or other competent officer who has called for the tender or authorised to receive the tenders according to the tender notice. The officer opening the tenders should record than total number of tenders received and opened be him in the prescribed form.</p> <p>[While opening of tenders at the Divisional level, the concerned Executive Engineer, Divisional Accounts Officer/Divisional Accountant and the concerned Estimator are to be present.]</p> <p>(Inserted by F.D.U.O.R. No. 664 WF-I, dt. 7.12.1995)</p>	<p>3.5.11 a. No Change</p>
<p>(b) (i) The officer opening, tenders should invariably date and initial not only the corrections in the schedule quantities. Schedule of materials to be issued, specifications and other essential parts of contract documents but should also date and initial all the pages of the schedule of quantities irrespective of whether they contain or do not, contain any correction, overwriting, etc.</p>	<p>b. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>and all other pages containing additions by the contractor to the original tender papers. [The Executive Engineer/Divisional Accounts Officer/Divisional Accountant and the concerned Estimator should initial in each page of the tender papers as token of their presence.] (Inserted by F.D.U.O.R. No. 664 WF I, dt. 7.12.1995) (ii) The officer concerned should mark all corrections and overwriting, and number them in red ink, the number of such 58 O.P.W.D. CODE VOL. – I corrections and over writings must be clearly mentioned at the end of each page of the schedule attached to the tender paper and properly attested with date. The correction and overwriting should be allotted separate numbers i.e., correction should start from 1, 2, 3, etc., and overwriting should similarly start separately from 12,3, etc. Ambiguities in rates quoted by tenders in words or figures must be clearly indicated on each page of the schedule attached to the tender to which it concerned. (iii) Where the contractors have omitted to quote the rates either in figure or in words, the omission should be recorded by the officer opening the tender on each page of the schedule. In the case of any discrepancy between the rates in figures and</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
words, the rates quoted in words may be taken as correct.	
Para - 3.5.12. Where according to the notice calling for tenders, tenderers are required to deposit earnest money specified therein in cash, the amount should be remitted to the Govt. Treasury with a challan in triplicate, one copy, of which should be submitted with the tender, otherwise, the tender is liable to be rejected.	3.5.12 No Change
Para - 3.5.13. The amount of earnest money to be deposited should be according to the prescribed rules in force.	3.5.13 No Change
Para- 3.5.14. Normally in selecting the tenders other conditions being equal, the lowest valid tender should be accepted. The financial status of the tenders, their capability, their classification, the security offered by them, their previous records of execution, of works in the State and their dealings with the Department should be taken into consideration while accepting a tender. While this procedure should as a rule be observed in the case of public works, the acceptance of the; lowest tender on a price basis alone in the case of tenders for electrical and mechanical stores and equipment may not always be safe. It the best value is to be obtained then the lowest valid tender should be accepted provided that all other	3.5.14 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>things are equal. Due regard must therefore be given to the following criteria in addition to the tendered price efficiency, running cost, durability of materials, reliability of guarantees, necessity for repairs and attention, saving in spare parts due to standardization, suitability for the purposes in view and technical qualifications and financial standing of the contractor. (See Note (II) below Para 3-5-18).</p> <p>Note: If L1 bidder does not turn up for agreement after finalization of the tender, then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the contractor. In that case, the L2 bidder, if fulfils, other required criteria would be called for drawing agreement for execution of work subject to the condition that L2 bidder negotiates at par with the rate quoted by the L1 bidder otherwise the tender will be cancelled. In case a contractor is black listed, it will be widely publicised and intimated to all Departments of Government and also to GOI agencies working in the state.</p> <p>{Works Department OM No. 07556900042013 (Pt-IV) 12366 dated 08.11.2013}</p>	<p>Note: If L1 bidder does not turn up for agreement after finalization of the tender, then he shall be cautioned, in case he repeats the same within a year, debarred from participation in bidding for three years and action will be taken to blacklist the contractor. In that case, the L2 bidder, if fulfils, other required criteria would be called for drawing agreement for execution of work subject to the condition that L2 bidder negotiates at par with the rate quoted by the L1 bidder otherwise the tender will be cancelled. In case a contractor is black listed, it will be widely publicised and intimated to all Departments of Government and also to GOI agencies working in the state</p>
<p>Para - 3.5.15. Reasons should also be recorded for declaring any tender received as invalid.</p>	<p>3.5.15 No Change</p>
<p>Para - 3.5.16. In cases where a tender other than</p>	<p>3.5.16 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)			
<p>the lowest valid tender is proposed to be accepted, action should be taken as to lows:</p> <p>(i) If the tender proposed to be accepted is not more than 10 percent in excess of the lowest valid tender a report giving full reasons for rejection of each of the lower tenders should be made confidentially to the next higher authority and unless contrary instructions are received within three weeks from the date of report, the selected tender may be accepted.</p> <p>(ii) If the Officer is in doubt of his own judgment about the suitability of the lowest valid tender in case falling under (i) and in all cases in which the selected tender is in excess of 10 percent of the lowest valid tender, the confidential report giving reasons for proposing rejection of the lower tenders should be made along with all tenders received, valid or invalid to the following authorities for approval.</p> <p>Approving authority if the selected tender exceeds lowest by :</p> <table border="0"><tr><td data-bbox="174 1102 309 1225">Officer empowered to accept the tender</td><td data-bbox="340 1102 533 1318">More than 10 percent More than but not more than 15 and also in cases of doubt within excess of 10</td><td data-bbox="577 1102 734 1161">More than 15 percent</td></tr></table>	Officer empowered to accept the tender	More than 10 percent More than but not more than 15 and also in cases of doubt within excess of 10	More than 15 percent	
Officer empowered to accept the tender	More than 10 percent More than but not more than 15 and also in cases of doubt within excess of 10	More than 15 percent		



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)									
<p>percent.</p> <table border="0"> <tr> <td>SDO</td> <td>DO</td> <td>SE (through DO)</td> </tr> <tr> <td>DO</td> <td>SE</td> <td>CE (through SE)</td> </tr> <tr> <td>SE</td> <td>CE</td> <td>Administrative Engineer Department.</td> </tr> </table> <p>(iii) In cases in which the Chief Engineer is the authority to accept the tender, the acceptance of a tender other than the lowest valid one will in all cases have to be reported to the Administrative Department for information in cases falling under (i) above and approval in other cases.</p>	SDO	DO	SE (through DO)	DO	SE	CE (through SE)	SE	CE	Administrative Engineer Department.	
SDO	DO	SE (through DO)								
DO	SE	CE (through SE)								
SE	CE	Administrative Engineer Department.								
<p>Para - 3.5.17. All reports on the subject will be treated as confidential and the entire correspondence relating to each case of rejection of lowest tender should be preserved in the office of the authority accepting the tender and should be shown to the inspecting officer of the Audit Department, if required. The Audit Department is not precluded from making its comments.</p>	<p>3.5.17 No Change</p>									
<p>Para - 3.5.18. Tenderers should be given distinctly to understand that the acceptance of their tenders is entirely at the discretion of the office to whom the duty is entrusted and no tenderer can demand the cause of rejection of his office.</p>	<p>3.5.18 No Change</p>									
<p>Notes: (i) In applying the above rules, the limitation of powers of various public works officers in the matter of acceptance of tenders as</p>	<p>Note i to vi No Change</p>									



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>per the delegation of powers should be borne in mind.</p> <p>(ii) The authority empowered to accept a tender under, paragraph 3-5-16 above should take into consideration the following points in addition to those mentioned in paragraph 3-5-14. While determining the validity of tenders and his decision in the matter will be considered as final.</p> <p>(a) Special conditions which are not in the tender notice and which are unacceptable.</p> <p>(b) Indefinite conditions which will make it difficult to access the financial implications.</p> <p>(c) Tenders being complete in some important respect.</p> <p>(d) Failure to specify the time within/which the work can be completed.</p> <p>(e) Failure to deposit the specified amount of earnest money.</p> <p>(f) Unduly low and unworkable tendered rates.</p> <p>(g) Irrational rate indifferent items of a tender.</p> <p>As regards items (a) and (b) above, if the lowest tenderer is agreeable to delete any objectionable conditions from his tender, he may be permitted to do so and his tender will then be considered for acceptance.</p> <p>If the lowest valid tender is in excess of the amount as indicated in Note (II) to para 6-3-15</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>which can be accepted, the tenderer may be called and asked if he is willing to reduce some of his rates so as to bring the total amount of the tender within the prescribed amount. If he is unwilling to do this, the next higher valid tenderer may be called and so on.</p> <p>(iii) The acceptance of a single tender received in response to a tender call notice should have prior approval of the next higher authority.</p> <p>(iv) The currency period of any tender should not be more than 3 months from the last date prescribed for receipt of the tenders. If delay in deciding the tender is inevitable, the consent of the tenderer to keep the offer open for a further period absolutely required should be obtained.</p> <p>(v) After acceptance of the tender, all the tenders including the rejected ones, along with the comparative statement should be sent to the Divisional Office for completion of contract agreement within 15 days from the date of receipt of these papers in the Divisional Office.</p> <p>(vi) The original accepted tender and contract executed should remain in the custody of the Divisional Officer and certified copy thereof should be given to all concerned for reference.</p> <p>(vii) The order to commence work should be given within 15 days from the date of receipt of tender</p>	<p>vii. Normally, the order to commence work should be given within 15 days from the date of receipt of tender duly accepted in the Divisional Office, provided the contract agreement, complete in all respects, has</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>duly accepted in the Divisional Office, provided the contract agreement, complete in all respects, has been duly executed.</p> <p>viii. Before acceptance of tender, the successful bidder will be required to submit a work programme and milestone basing on the financial achievement so as to complete the work within the stipulated time and in case of failure on the part of the agency to achieve the milestone liquidated damage will be imposed.</p> <p>{Works Department OM No. 07556900042013 (Pt-IV) 12366 dated 08.11.2013}</p>	<p>been duly executed. In complex project however such time may be extended upto 45 days.</p> <p>viii. The successful bidder will be required to submit a work programme and milestone basing on the financial achievement <i>within 15 days of issue of work order</i> so as to complete the work within the stipulated time <i>(which will form part of the contract)</i> and in case of failure on the part of the agency to achieve the milestone liquidated damage will be imposed.</p>
<p>O.P.W.D. AMENDMENT 2005 Procedural Amendments in the Processing of Tender Notification of Award & Signing of Agreement After careful consideration, Government has been pleased to issue the following procedural amendments in the processing of tenders in addition to the Govt. order issued vide Works Department No. 22348, Dt. 19.11.2005.</p> <p>1.1. The bidder If tenderer whose bid has been accepted will be notified of the award by the Engineer-in-charge prior to expiration of the validity period by cable, telex or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract</p>	<p>3.5.19 Process for Scrutiny and Award of Tenders shall be as under:</p> <p>i. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>called the "Letter of, Acceptance") will state the sum that the Engineer-in-charge will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the contractor as prescribed by the contract (Hereinafter and in the contract called the "Contract Price").</p> <p>1.2. The notification of award will constitute the formation of the contract, subject only to the furnishing of a performance security (ISD) and additional performance security. In accordance with the provisions of the agreement.</p> <p>1.3. The agreement will incorporate all agreements between the officer inviting the bid/Engineer-in-charge and the successful bidder. Within 15 days following the notification of award along with the Letter of Acceptance, the successful bidder will sign the agreement and deliver it to the Engineer-in-charge. Following documents shall form part of agreement.</p> <p>(a) The notice inviting bid, all the documents including additional conditions, specifications and drawings, if any, forming the bid as issued at the time of invitation of bid and acceptance thereof together with any correspondence leading thereto and required amount of performance security including additional performance security,</p>	<p>ii. No Change</p> <p>iii. No Change</p> <p>a. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
(b) Standard P.W.D. Form F2.	b. Refer Procurement Manual for further details
<p>2. Time Control</p> <p>2.1. Progress of work and Re-scheduling programme.</p> <p>2.1.1. The Executive Engineer/Engineer in charge shall issue the letter of acceptance to the successful contractor. The issue of the letter of acceptance shall be treated as closure of the Bid process and Commencement of the contract.</p> <p>2.1.2. Within 15 days of issue of the letter of acceptance, the Contractor shall submit to the Engineer-in-charge for approval a Programme commensurate to clause no. 3 showing the general methods, arrangements and timing for all the activities in the Works along monthly cash flow forecast.</p> <p>2.1.3. To ensure good progress during the execution of the work the contractors shall be bound in all cases in which the time allowed for any work exceeds one month to complete, 1/4th of the whole of the work before 1/4th of the whole time allowed under the contract has elapsed, 1/2 of the whole of the work before 1/2 of the whole time allowed under the contract has elapsed, 3/4th of the whole of the work before 3/4th of the whole time allowed under the contract has elapsed.</p> <p>2.1.4. It at any time it should appear to the</p>	<p>3.5.20 Time Control</p> <p>Deleted</p> <p>i. No Change</p> <p>ii. Within 15 days of issue of the letter of acceptance, the Contractor shall submit to the Engineer-in-charge for approval a Programme showing the general methods, arrangements and timing for all the activities in the Works along monthly cash flow forecast.</p> <p>Taken to Manual</p> <p>iii. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Engineer-in-charge that the actual progress of the work does not conform to the programme to which consent has been given, the Contractor shall produce, at the request of the Engineer-in-charge, a revised programme showing the modifications to such programme necessary to ensure completion of the works within the time for completion. If the Contractor does not submit an updated Programme within this period, the Engineer-in charge may withhold the amount of 1% of the contract value from the next payment certificate and continue to withhold' this amount until the next payment after the date on which the overdue Programme has been submitted.</p> <p>2.1.5. An update of the Programme shall be a programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work including any changes to the sequence of the activities.</p> <p>2.1.6. The Engineer-in-charge's approval of the Programme shall not alter the Contractor's obligations. The Contractors may revise the Programme and submit it to the Engineer-in-charge again at any time. A revised Programme is to show the effect of Variations and Compensation Events.</p>	<p>iv. No Change</p> <p>v. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>2.1. Extension of the Completion Date</p> <p>2.2.1. The time allowed for execution of the works as specified in the Contract data shall be the essence of the Contract. The execution of the works shall commence from the 15th Day or such time period as mentioned in letter of Award after the date on which the Engineer in charge issues written orders to commence the work or from the date of handing over of the site whichever is later. If the Contractor commits default in commencing the execution of the work as aforesaid, Government shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money and performance guarantee/Security deposit absolutely.</p>	<p>Taken to Manual</p>
<p>2.2.2. As soon as possible after the contract is concluded the Contractor shall submit a Time and Progress Chart for each milestone and get it approved by the Department. The chart shall be prepared indirect relation to the, time stated in the Contract documents for completion of items of the works. It shall indicate the forecast of the dates of commencement and completion of various trades of sections of the work and may be amended as necessary by agreement between the Engineer in Charge and the Contractor within the limitations of time imposed in the contract documents, and</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>further to ensure good progress during the execution of the work, the contractor shall in all cases in which the time allowed for any work, exceeds one month (save for special jobs for which a separate programme has been agreed upon) complete the work as per milestone given in contract data.</p>	
<p>2.2.3. In case of delay occurred due to any of the reasons, mentioned below, the Contractor shall immediately give notice thereof in writing to the Engineer in charge but shall nevertheless use constantly his best endeavours to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Engineer in charge to proceed with the works.</p> <ul style="list-style-type: none">(i) Force majeure, or(ii) Abnormally bad weather, or(iii) Serious loss or damage by fire, or(iv) Civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed on the work, or(v) Delay on the part of other contractors or tradesmen engaged by Engineer in charge in executing work not forming part of the Contract.(vi) In case a Variation is issued which makes it impossible for Completion to be achieved by the intended Completion Date without the Contractor	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>taking steps to accelerate the remaining work and which would cause the Contractor to incur additional cost, or (vii) Any other cause, which in the absolute discretion of the authority mentioned, in Contract data is beyond the Contractor's control.</p>	
<p>2.2.4. Request for re-schedule and extension of time, to be eligible for consideration, shall be made by the Contractor in writing within fourteen days of the happening of the event causing delay. The contractor may also, if practicable, indicate in such a request the period for which extension is desired.</p>	<p>Taken to Manual</p>
<p>2.2.5. In any such case a fair and reasonable extension of time for completion of work may be, given. Such extension shall be communicated to the Contractor by the Engineer-in-Charge in writing, within 3 months of the date of receipt of such request. Non-application by the contractor for extension of time shall not be a bar for giving a fair and reasonable extension by the Engineer-in-charge and this shall be binding on the contractor.</p>	<p>Taken to Manual</p>
<p>2.3. Compensation for Delay</p>	
<p>2.3.1. If the contractor fails to maintain the required progress in terms of clause 2 or to complete the work and clear the site on or before the contract or extended date of completion, he</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>shall, without prejudice to any other right or remedy available under the law to the Government on account of such breach, pay as agreed compensation the amount calculated at the rates stipulated below as the Superintending Engineer (whose decision in writing shall be, final and binding) may decide on the amount of tendered value of the work for every completed day/month (as applicable) that the progress\$ remains below that specified in Clause 2 or that the work remains incomplete.</p> <p>This will also apply group of items for which a separate period of completion has been specified. Compensation @1.5% per month of for delay of work delay to be computed on per Day basis.</p> <p>Provided always that the total amount of compensation for delay to be paid under this condition shall not exceed 10% of the Tendered Value of work or to the Tendered Value of the item or group of items of work for which a separate period of completion is originally given.</p> <p>The amount of compensation may be adjusted or set off against any sum payable to the Contractor under this or any other contract with the Government. In case, the contractor does not achieve a particular milestone mentioned in contract data, or the rescheduled milestone(s) in</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>terms of Clause 2.5, the amount shown against that milestone shall be withheld, to be adjusted against the compensation levied at the final grant of extension of time. Withholding of this amount on failure to achieve a milestone, shall be automatic without any notice to the contractor. However, if the contractor catches up with the progress of work on the subsequent milestone(s), the withheld amount shall be released. In case the contractor fails to make up for the delay in subsequent milestone(s) amount mentioned against each milestone missed subsequently also shall be withheld. However, no interest whatsoever shall be payable on such withheld amount.</p>	
<p>2.4. Bonus for early completion</p>	
<p>2.4.1. In case, the contractor completes the work ahead of scheduled completion time, a bonus @ 1 % (one percent) of the tendered value per month computed on per day basis, shall be payable to the contractor, subject to a maximum limit of 2% (two percent) of the tendered value. The amount of bonus, if payable, shall be paid along with final bill after completion of work.</p>	<p>Taken to Manual</p>
<p>2.5. Management Meetings</p>	<p>3.5.21 Management Meetings:</p>
<p>2.5.1. Either the Engineer or the Contractor may require the other to attend a management</p>	<p>i. Either the Engineer (Which could be either departmental engineer or the engineer of the supervision consultant in case of supervision consultancy works) or the Contractor may require the other to attend a</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
meeting. The business of a management shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.	management meeting. The business of a management shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure
2.5.2. The Engineer shall record the business of management meetings and is to provide copies of his record to those attending the meeting and to the employer. The responsibility of the parties for actions to be taken is to be decided by the Engineer either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.	ii. The Engineer (Which could be either departmental engineer or the engineer of the supervision consultant in case of supervision consultancy works) shall record the business of management meetings and is to provide copies of his record to those attending the meeting and to the employer. The responsibility of the parties for actions to be taken is to be decided by the Engineer either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.
3. Sealing of Bids and Tender Boxes	3.5.22 Sealing of Bids and Tender Boxes (other than e-tendering):
3.1. In order to ensure that the envelopes are properly sealed, the contractors can seal them with superglue and also add tamper proof tapes as additional precaution.	i. No Change
3.2. On the date of closure of the tender the opening of boxes through which the tenders are inserted are to be sealed using tamper proof security sealing tapes. (The concerned Department shall procure standard sealing tapes with Govt. logo printed and supply to concerned offices).	ii. No Change
3.3. The tender boxes should display unique identity of each box at the tender receipt locations and details of the tenders to be inserted in such	iii. No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>box as well as the last date for the same so there is no accidental or Inadvertent mix up.</p> <p>3.4. (i) This will be effective from the date of issue. (ii) Relevant, existing codal provisions stand modified as per above instructions. (iii) The above guidelines are to be incorporated as addendum to the condition of contract and existing, relevant provisions in the original document shall stand modified accordingly. (iv) Steps will be taken for effecting necessary amendments at the time of rewriting the OPWD Codes. (v) Any deviation from this instruction would be viewed seriously and disciplinary action would be taken against the delinquent.</p> <p>(Deptt. Memo No. 24716/W., Dt. 24.12.2005) Sd/ A. B. Muni, EIC-cum-Secretary to Govt., Works Department</p>	<p>Taken to Manual</p>
<p>IV. Security for Performance of Contracts</p>	<p>IV. Security for Performance of Contracts 3.5.23 Security for the due fulfillment of a contract should invariably be taken consistent with terms and conditions of contract.</p>
<p>Para 3.5.19. (a)(b) Security for the due fulfillment of a contract should invariably be taken. The security may be taken in shape of N.S.C./ Post Office Savings Bank Account/Post Office Time</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Deposit Account/Kissan Vikash Patra only towards E.M.D./initial security deposit/any other security deposit from the contractor or supplier. (Substituted by F.D.U.O.R. No. 449 WFI, Dt. 14.9.1995)</p> <p>(c) A deduction of such percentage as may be prescribed by Government from the payments to be made on account of work done.</p>	
<p>Notes: (I) In case of execution of work under special contract agreement, an insurance policy of guarantee bond from two well known wealthy persons of probity, nominated by the contracting firm and approved by the Chief Engineer for a sum equivalent to 10% of, the contract amount may be taken.</p> <p>(II) In a case, where the earnest money is deposited in the Treasury in cash under a challan, the same should be adjusted against security deposit immediately after the tender is accepted.</p>	Taken to Manual
<p>Para — 3.5.20. Contractors shall in each case be required to deposit one per cent of the estimated cost of work tendered for as earnest money while offering tenders, and one per cent as initial security at the time of acceptance of tender provided, however that the contractors having fixed security deposit as prescribed for the various classes of contractors, with the Registering</p>	Taken to Manual



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Authorities either in cash or in the shape of interest bearing security shall be exempted from this requirement. (See Appendix VIII).</p>	
<p>Notes: (I) Before and after the acceptance of the tender the deposit earnest money and the security deposit received from a contractor, shall form part of security deposit, which can subsequently be recovered from the contractor's bills.</p> <p>(II) Earnest money given by all the contractors except the three lowest tenders should be refunded within a week from the date of receipt of tenders. The earnest money given by the other two parties except the one whose tenders is accepted should also be refunded within 15 days of the acceptance of the tender.</p> <p>(III) The security deposit is refundable after 6 months or such period as specified in the agreement from the date of satisfactory completion of the work provided that the contractor's final bill has been paid. If however, there is evitable delay in the payment of final bill of the contractor, the earnest money deposit and initial security deposit forming part of the security deposit may be refunded.</p> <p>(IV) Security deposit should be refunded to the person or firm or company, who deposited the same. In the event of death or a person or</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>dissolution of firm or company before refund of security deposit, payment should be made to the legal heirs or receivers after proper enquiry.</p> <p>(V) In case of interest bearing securities obtained as deposits, a register should be opened with all details. Care should be taken to obtain payment of interest on the securities on due dates and adjust it towards the security of the contractor for the work.</p>	
<p>V. Provision in Contracts for Departmental Stores</p>	<p>Deleted</p>
<p>Para — 3.5.21. In executing contracts of any description, care should be taken to retain in the hands of Government, the supply of imported materials, if required to any considerable extent, and to arrange the terms accordingly. Such stores either be supplied from the existing Government stock or be obtained in ordinary course by indent on the appropriate Central Purchasing Organisation, if any, of the Government of India or by purchases in the Indian market. In the case of important construction works let out on contract, such stores may be supplied by the contracting firm, subject to the conditions stated in the 'Stores Rules'. It should also be made clear in the relevant contract that such stores will be supplied only if available, and that any delay in the supply of such stores to contractors shall not entitle them to</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
prefer any claim for compensation or otherwise.	
VI. Enforcement of Terms of Contract	V. Enforcement of Terms of Contract
<p>Para - 3.5.22. Engineers and their subordinates are responsible that the terms of contracts are strictly enforced, and that no act is done tending to nullify or vitiate a contract. All contract deed must be, executed in one of the standard forms, but they may be modified to, suit local requirements after approval of Govt. in the Administrative Department. No uncertain or indefinite liability or any condition of an unusual character should be incorporated in the contract without the specific sanction of the Finance Department. (See also executive instructions regarding calling for and acceptance of tenders in the Appendix IX).</p>	<p>3.5.24 Engineers and their subordinates are responsible that the terms of contracts are strictly enforced, and that no act is done tending to nullify or vitiate a contract. All contract deed must be, executed in one of the standard forms, but they may be modified to, suit local requirements after approval of Govt. in the Administrative Department. No uncertain or indefinite liability or any condition of an unusual character should be incorporated in the contract without the specific sanction of the Finance Department. Also refer Procurement Manual.</p>
<p>Notes: (I) For execution of work, supply of material or for securing due performance of contract, all agreements executed in between the contractor and the Public Works Officers should be exempt from stamp duty. (II) An agreement for hire of plant and machinery is not an instrument for execution of any work not is it an instrument for the due performance of any contract, and as such is not exempted from stamp duty.</p>	<p>Note: No Change</p>
VII. Officers Empowered to Execute Contracts	VI. Officers Empowered to Execute Contracts
<p>Para - 3.5.23. No authority lower than the officer</p>	<p>3.5.25 No authority lower than the officer in charge of a Subdivision can accept any tender or enter into a</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>in charge of a Subdivision can accept any tender or enter into a contract for public works. The officers legally empowered to execute, on behalf of the Governor of Odisha, the different classes of deeds, contracts, and other instruments are detailed in Appendix X. The financial limits upto which Public Works Officers are authorised to determine the terms of deeds are detailed in the specific orders of delegation made in this behalf vide paragraph 6.3.15.</p>	<p>contract for public works. The officers legally empowered to execute, on behalf of the Governor of Odisha, the different classes of deeds, contracts, and other instruments are detailed in Appendix II of OPWD Manual. The financial limits upto which Public Works Officers are authorised to determine the terms of deeds are detailed in the specific orders of delegation made in this behalf vide paragraph 6.3.15.</p>
<p>Para - 3.5.24. It is permissible with the prior Approval-of the authority who is competent to accept the tender for the whole work to split up the work-into several parts of reaches for facility of execution of work as in the case of construction or repairs to roads or Ports of a big buildings project, excavation of main canals and branches etc. It should, however, be clearly understood that the splitting up of a work at the time of calling for tenders is a measure which should be justified by circumstances and must be in the interest of the work. It must not be resorted to with a view to evade the operation of any prescribed limit. Wherever any work is executed by splitting up, the abstract of sanctioned estimate for the work should also be split up and approved by competent authority for facility of control over</p>	<p>3.5.26 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>expenditure and sanction. The split up portion of the work can be treated as a separate work so far as acceptance of tender is concerned. When a work is split up into parts or reaches separate tenders should be called for each such part or reach (by separate tender notice). It would, all the same be advantageous to invite the tenders for various reaches or parts at the same time.</p>	
<p>Amendment to Para 3.5.24 of O.P.W.D. Code Vol. I. Ban on Splitting up of Work</p>	
<p>Para - 3.5.24. In continuation to this Department Circular No. 1223, dated the 21st January, 2006, Government after careful consideration have been pleased to make further provision as follows for splitting-up of work –</p> <ol style="list-style-type: none">1. Depending on the necessity and urgency of execution of work of damaged roads and buildings under plan scheme, work may be split-up to Rs. 5 lakhs after approval by the concerned Superintending Engineering. For non-plan works the work may be split-up to RS. 5 lakhs after approval by the concerned Executive Engineer2. Relevant codal provision under purview of this amendment stand modified with effect from the date of issue of this O.M.3. Any deviation from this instruction would be viewed seriously and disciplinary action would be	<p>Depending on the necessity and urgency of execution of work of damaged roads and buildings under plan scheme, work may be split-up to Rs. 5 lakhs after approval by the concerned Superintending Engineering. For non-plan works the work may be split-up to RS. 5 lakhs after approval by the concerned Executive Engineer. The Chief Engineer split of both plan and non-plan works up to Rs. 25 lacs.</p> <p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>taken against the delinquent. (No. 9197-Codes-7/2007/W., Dt. 31.05.2007) D.K. Dey EIC-cum-Secretary to Govt</p>	
<p>Para - 3.5.25. When a work covered by one notice of tender is proposed to be divided amongst a number of contractors, a clause to that effect should be inserted in the notice inviting tenders as well as in the tender form. Care should be taken to see that portions of a work allotted to different contractors are of distinct nature and are sufficiently separated to make interference with supplies of materials and labour impossible. In such cases it is permissible to give out to different contractors a number of contract relating to different parts of the same work but tender for all such works have to be decided by the authority competent to accept the tender for the work as a whole.</p>	<p>3.5.27 When a work covered by one notice of tender is proposed to be divided amongst a number of contractors, a clause to that effect should be inserted in the notice inviting tenders as well as in the tender form. Care should be taken to see that portions of a work allotted to different contractors are of distinct nature and are sufficiently separated to make interference with supplies of materials and labour difficult.</p> <p>No Change</p>
<p>VIII. Progress Report of Measurements on Works Executed Under Contract</p>	<p>VII. Progress Report of Measurements on Works Executed Under Contract</p>
<p>Para- 3.5.26. Every Officer or subordinate in charge of a work carried out under a contract should furnish to the Divisional at the beginning of each month a progress report of the measurements and a calculation of the quantities of work paid for during the previous month,</p>	<p>3.5.28 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>together with a return of all materials as on the last day of the month. And no such officer or subordinate should be relieved of his charge until after a careful inspection by his officer is made or a certificate granted by the relieving officer is the duty of the officer-in-charge to bring to notice any dilatoriness, bed work, or anything militating against the interests of Government on the part of the contractor and he will be responsible for any neglect in this respect.</p>	
IX. Miscellaneous	VIII. Miscellaneous
(i) Execution of Contracts	i. Execution of Contracts
<p>Para – 3.5.27. Before entering into a contract, all pros and cons should be considered and validity of contractual document should be ensured Adequate care should also be taken to complete the agreement to be entered into with the contractor. A complete agreement consists of tender documents as laid down in para 3.5.6 and includes -</p> <p>(a) letter of the contractor submitting the tender;</p> <p>(b) letter of acceptance of the tender;</p> <p>(c) letter of the Divisional Officer communicating acceptance of the tender.</p>	<p>3.5.29 No Change</p>
<p>Para - 3.5.28. A register of contract/agreements pertaining to each year should be maintained in each Sub divisional and Divisional Office in the</p>	<p>3.5.30 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>prescribed form. The various agreements executed during a year will be assigned a number with reference to the year of execution in order of occurrence. Similar registers should be maintained in the Superintending and Chief Engineer's office in respect of tenders accepted by them or any higher authority. The agreement number assigned to these contracts in the Divisional Office should be indicated against each item in this register. The register shall be reviewed by the Superintending Engineer during local inspection.</p>	
<p>Para - 3.5.29. All payments due to the contractors for work done, services rendered and materials delivered should be promptly settled, in any case not later than 60 days after the satisfactory completion of the work at the latest unless otherwise provided in any contract.</p>	<p>3.5.31 All payments due to the contractors for work done, services rendered and materials delivered should be promptly settled, in any case not later than 60 days after the satisfactory completion of the work at the latest unless otherwise provided in any contract. Provisions of the bidding document in this regard shall however prevail.</p>
<p>(ii) Extension of Time</p>	<p>ii. Extension of Time</p>
<p>Para - 3.5.30. Application for extension of time for the completion of a work on the grounds of unavoidable hindrance or any other grounds shall be submitted by the contractor within 30 days of such hindrance and the Divisional Officer shall authorise or recommend such extension of time as deemed necessary or proper within fifteen days of the receipt of such an application. In cases where the sanction of the higher authority to the grant of</p>	<p>3.5.32 The power for grant of extension of time is vested with the authority who is competent to accept the tender, but such extension of the period is limited to half the period equivalent to the period originally stipulated in the agreement for completion of the work. If such extension will be beyond this period, then the approval of the next higher authority should be obtained before grant of such extension.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>extension of time is necessary, the Divisional Officer should send his recommendation as expeditiously as possible. The higher authority should communicate his decision within 60 days from the date of receipt on recommendation in his office. If the orders of the competent authority are not received in time the Divisional Officer may grant extension of time under intimation to the concerned authorities so that the contract might remain in force, but while communicating this extension of time, he must inform the contractor that extension is granted without prejudice to Govt.'s right to levy Compensation under relevant clause of the contract.</p>	
<p>Notes: (I) The power for grant of extension of time is vested with the authority who is competent to accept the tender, but such extension of the period is limited to the period equivalent to the period originally, stipulated in the agreement for completion of the work. If such extension will be beyond this period, then the approval of the next higher authority should be obtained before grant of such extension. (II) The application for extension of time and sanction thereto should be made in the prescribed form.</p>	
<p>No provision exist</p>	<p>3.5.33 In a contract where supervision of work is outsource the duties, responsibilities and delegation of</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	power to the Independent Engineer will be as per Standard Bidding Document.
(iii) Deviations from Contracts	
<p>Para — 3.5.31. Any increase/decrease over/below the schedule of quantities appended to the tender during execution should be carefully investigated into by the Divisional Officer with a view to determine the financial implication of such variation position of lowest tender. If due to wide variations during execution the relative position of the lowest tender stands changed subsequently, the work should ordinarily be closed and the balance work executed under a separate contract following the usual procedure. However the balance of work can be continued under the same contract with the specific approval of authority higher than the officer, who accepted the tender.</p>	<p>Taken to Manual</p>
<p>Notes: Any deviation from the Agreement with regard to the nature, specification, quantity and rates of items, requires the approval of the competent authority prior to payment (in this connection, para 6.3.17 may be seen).</p>	<p>Taken to Manual</p>
3.6. Sale and Acquisition of Land	3.6 Sale and Acquisition of Land
1. Sale of Govt. Land and Immovable Property	I. Sale of Govt. Land and Immovable Property
<p>Para - 3.6.1. (a) Land belonging to the Departments in charge of Public Works should not be transferred Without the approval of Govt. the Administrative Department.</p>	<p>3.6.1 a. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(b) All land not required by the Departments in charge of Public Works must be handed over to the Revenue Department after the approval of the Administrative Department.</p> <p>(c) When surplus land acquired for a commercial project is sold or transferred, the sale proceeds should be credited to the project.</p> <p>(d) Land cannot be leased out for agricultural purposes by the Department in charge of public works.</p> <p>(e) If any land acquired for a commercial project is not immediately required for the project, the same can be leased out by the Revenue Department-provided the Divisional Officer certifies that the land is not immediately required for the project. In such cases the receipts on account of such lease should be credited to the project.</p> <p>(f) In case the land is required by the project before the expiry of the lease, the lease money for the unexpired portion of the lease should be refunded.</p> <p>(g) As Government have to pay compensation if the land is resumed when there is a standing crop, the Divisional Officers should assess the period for which lease can be granted carefully. The period of such lease should in no case exceed two years at a time.</p>	<p>b. No Change</p> <p>c. When surplus land acquired for a commercial project is sold or transferred, the sale proceeds should be credited to the project.</p> <p>d. No Change</p> <p>e. If any land acquired for a commercial project is not immediately required for the project, the same can be leased out by the Revenue Department-provided the Divisional Officer certifies that the land is not immediately required for the project. In such cases the receipts on account of such lease should be credited to the project.</p> <p>f. No Change</p> <p>g. No Change</p> <p>h. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
(I) The Divisional Officer should maintain a register showing the particulars of the land given on temporary lease the lease amount, the period of lease and the name of the tenants.	
Para - 3.6.2. When any immovable public property is made over to a local authority for public, religious, educational or any other purpose the grant should be made expressly on the condition in addition , to any other condition that may be settled, that the property shall be liable to be resumed by Govt. if used for other than the specific purposes for which it is granted; and that should the property be at any time resumed by Govt., the compensation payable therefore shall in no case exceed the amount, if any, paid to Govt. for the grant, together with the cost or present value thereof, whichever may be less, of any building erected or other works executed on the land by the legal authority.	3.6.2 No Change
II. Acquisition of Land	II. Acquisition of Land
(i) General	i. General
Para - 3.6.3. When the land is required for public purposes the officers in charge of public works should in the first instance, consult the Collector of the district and obtain from him the fullest possible information as to the probable cost of the land per acre or otherwise, together with the value	3.6.3 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>of buildings etc., situated on the property for which compensation will have to be paid. With the information thus obtained an estimate should be framed by the Divisional Officer and submitted for sanction.</p>	
<p>No provision in existing OPWD Code</p>	<p>3.6.4 Role of Department Officers in Land Acquisition: The State Government has notified different Land Acquisition Authority (LAA) for different districts and/or Departments. It may also appoint a special officer to work as LAA for acquisition of specific land for a specific project. In case there is any ambiguity, the Collector/Deputy Commissioner of the district should be approached for knowing about the particular officer who will work as LAA for acquiring the land. If still there is any issue, it shall be brought to the notice of the HOD for resolving it, and if the latter feels any difficulty, he shall bring the matter to the notice of Administrative Secretary, who shall get the issue resolved.</p> <p>3.6.5 Though land acquisition is primarily the duty of the LAA, the role of the acquiring Department becomes very crucial as the LAA usually has some other substantive charge which may keep him busy or he may have many other cases of land acquisition and he may not be able to keep track of every case. The Divisional Officer of the PWD, therefore, should pursue the case at different stages. If the land to be acquired falls in a number of Divisions, the Engineer-in-Chief/Chief Engineer/ Superintending Engineer will make one or more Divisional Officers responsible for the same.</p> <p>3.6.6 The Divisional Officer, in the first instance, shall get a copy of the revenue record of the land to be acquired and ascertain the quantum of land to be acquired and its rate. As far as possible, the Divisional Officer shall inspect the site himself. In rare cases, he can allocate this work to Sub-Divisional Engineer, in which case, the Divisional Officer shall do a part survey. Simultaneously, he shall start preparing draft of notification to be issued under THE RIGHT FOR FAIR COMPENSATION AND TRANSPERENCY IN LAND ACQUISITION, REHABILITATION AND RESETTLEMENT ACT, 2013 for acquiring the said land and try to get the same vetted from LAA also.</p> <p>3.6.7 While sending the estimate for land acquisition, the designated Divisional Officer(s) shall send the</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)												
	<p>following documents:</p> <ol style="list-style-type: none"> Plans showing the land proposed to be acquired; Schedule showing particulars of land i.e. location, surroundings, approaches, etc.; Land Schedule from the Revenue Authority; Trees, wells, bore wells, structures, existing utilities etc. if any on the land; Type of land; and Value of the structures and utilities. 												
<p>Para - 3.6.4. When sanction to an estimate framed, as directed above, has been obtained, the Divisional Officer or other public works officer concerned should submit the matter to the competent Revenue Officer who will take the necessary preliminary action for the acquisition of the land under the Land Acquisition Act, provided that necessary administrative approval and technical sanction to the work has been accorded by the competent authority. The detailed procedure to be followed in this regard is laid down in the Land Acquisition Manual and executive instructions there under.</p>	<p>3.6.8 When sanction to an estimate framed has been obtained, the Divisional Officer or other public works officer concerned should submit the matter to the competent Revenue Officer who will take the necessary preliminary action for the acquisition of the land under the Land Acquisition Act, provided that necessary administrative approval and technical sanction to the work has been accorded by the competent authority. The detailed procedure to be followed in this regard is laid down in the para no. 3.6.3 of Manual. Important relevant sections and the activities therein are listed below:</p>												
	<table border="1"> <thead> <tr> <th data-bbox="797 823 1137 876">Section/Steps in LA</th> <th data-bbox="1146 823 2080 876">Description of LA Activities</th> </tr> </thead> <tbody> <tr> <td data-bbox="797 882 1137 1023">Section 4</td> <td data-bbox="1146 882 2080 1023">To Consult Concerned Panchayat, Municipality or Municipal Corporation as the case may be at village level or ward level in the affected area and carry out Social Impact Assessment (SIA) Study. Issue notification for commencement of SIA study.</td> </tr> <tr> <td data-bbox="797 1029 1137 1098">Section 10</td> <td data-bbox="1146 1029 2080 1098">No irrigated, multicropped Land shall be acquired except in exceptional to safe guard food security.</td> </tr> <tr> <td data-bbox="797 1104 1137 1134">Section 11</td> <td data-bbox="1146 1104 2080 1134">Issue of preliminary notification with details of land.</td> </tr> <tr> <td data-bbox="797 1141 1137 1246">Section 12</td> <td data-bbox="1146 1141 2080 1246">under this it shall be lawful for office authorized to enter upon and survey the land, take levels mark boundary, dig or bore sub soil, do all necessary act to ascertain whether land is adaptable for required purpose.</td> </tr> <tr> <td data-bbox="797 1252 1137 1278">Section 19</td> <td data-bbox="1146 1252 2080 1278">Publication and declaration and summary of Rehabilitation & resettlement.</td> </tr> </tbody> </table>	Section/Steps in LA	Description of LA Activities	Section 4	To Consult Concerned Panchayat, Municipality or Municipal Corporation as the case may be at village level or ward level in the affected area and carry out Social Impact Assessment (SIA) Study. Issue notification for commencement of SIA study.	Section 10	No irrigated, multicropped Land shall be acquired except in exceptional to safe guard food security.	Section 11	Issue of preliminary notification with details of land.	Section 12	under this it shall be lawful for office authorized to enter upon and survey the land, take levels mark boundary, dig or bore sub soil, do all necessary act to ascertain whether land is adaptable for required purpose.	Section 19	Publication and declaration and summary of Rehabilitation & resettlement.
Section/Steps in LA	Description of LA Activities												
Section 4	To Consult Concerned Panchayat, Municipality or Municipal Corporation as the case may be at village level or ward level in the affected area and carry out Social Impact Assessment (SIA) Study. Issue notification for commencement of SIA study.												
Section 10	No irrigated, multicropped Land shall be acquired except in exceptional to safe guard food security.												
Section 11	Issue of preliminary notification with details of land.												
Section 12	under this it shall be lawful for office authorized to enter upon and survey the land, take levels mark boundary, dig or bore sub soil, do all necessary act to ascertain whether land is adaptable for required purpose.												
Section 19	Publication and declaration and summary of Rehabilitation & resettlement.												



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)	
	Section 21	Notice to the person concerned stating the Government intent to take possession with claims of compensation and Rehabilitation & Resettlement.
	Section 25	Collector to make award within 12 Months from date of publication and declaration under section 19 including solatium and interest as per Section 30 of the Act.
	Section 38	Power to take possession after ensuring full payment of compensation as well as rehabilitation and resettlement entitlement are paid
	Section 40	Special power in case of urgency to acquire in certain cases. Possession after 30 days from notification under section 21.
Note: The general procedure to be followed in connection with land acquisition is indicated in Appendix XI.	Deleted	
No provision in the existing OPWD Code	<p>3.6.9 The Divisional Officer or the officer/officials so designated by him shall participate in the proceedings of “<u>The Right to Fair Compensation and Transference in Land Acquisition R&R Act 2013</u>” under sections 7 to 16 of Land Acquisition Act, 1894 and assist the revenue authorities in the valuation of land and any structures over it. The right to appear and produce evidence regarding compensation shall be vigilantly exercised. They shall also make arrangement to make the payment of award through the Land Acquisition Collector, demarcate the land at site and take over possession.</p> <p>3.6.10 Acquisition in case of urgency under section 40 shall be done only in case of real necessity, which shall be fully explained to the Government when submitting the proposal.</p>	
No provision in existing OPWD Code	<p>3.6.11 Consent Award: To make the LA process simpler, the Consent Award Rules 2009 can be referred as most useful process. Acquisition of land under this rule shorten the time of acquisition and avoid litigation matters related to rate of land as the consent of land holders is involved. {Refer the notification no. 31248 – (R&REH)-66/2010-R&D.M, 5th August, 2010, Revenue and Disaster Management Department, 2010, published by The Odisha Gazette (Extraordinary).}</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
No provision in existing OPWD Code	<p>3.6.12 Possession of Land:</p> <ol style="list-style-type: none">It is the duty of the concerned officer concerned to take over the possession of the land. It shall be prudent to do the videography of the act of taking over possession. A press release shall be also issued through the local DPRO regarding the possession of the land.The Divisional Officer, immediately after taking over the land, shall get it mutated in favour of the Department and get the entry made in <i>jamabandi</i> also.The Divisional Officer shall preserve unimpaired the title to all land in his occupation and keep it free from encroachment. The officer in-charge shall be responsible and accountable for the land in their charge together with any structures on the land. <p>3.6.13 Court Cases: The Divisional Officer shall arrange to attend to any court case regarding land acquisition, when it is referred to the Court for determination of compensation or apportionment of compensation and any appeal to the High Court. He shall bring the fact of such reference to the notice of Superintending Engineer and the Chief Engineer concerned, who shall monitor such cases periodically.</p> <p>3.6.14 Taking over Land by Negotiation/Consent: The land may be acquired from private parties by persuasion, negotiation and consent of the owners after following the procedure laid down under the Act, 2013. It shall be advisable and expeditious to take over land by private negotiations through a committee to be appointed by Administrative Department of the Government. The instructions in this regard shall be issued by the State Government.</p> <p>3.6.15 Acquisition of Land under Externally Aided Projects: The funding agencies may require different guidelines to be followed when the projects are taken up with the financial help from them. Such guidelines, if different from the above, may be followed only after the approval of the Chief Minister and the Finance Department.</p> <p>3.6.16 Rehabilitation of Project affected Persons: As per section 10 of the Act 2013 no irrigated, multicropped Land shall be acquired except in exceptional circumstances to safe guard food security. In all such cases 'Project Affected Persons' are required to be rehabilitated at another place effectively, with due consideration to the genuine concerns of the affected persons. For this, necessary provisions shall be made in the project estimates. The DO should closely associate with the work of rehabilitation and resettlement</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	<p>of the project affected people.</p> <p>3.6.17 Supervision: Land acquisition cases shall be monitored at every level. HoD shall review them once a quarter and Chief Engineer on a monthly basis. A consolidated report on the prescribed proforma shall be sent to the State Government every quarter. The Superintending Engineers shall also review the position of cases in their Circles and ensure that land acquisition does not take more than 6 months from the date of sanction of the estimate and more than three months from the receipt of LOC for payment of compensation.</p>
<p>Para - 3.6.5. After the preliminary arrangements prescribed in the preceding paragraphs have been duly carried out, land will be taken up under the Act, either by the Collector or by Special Officer placed at the disposal of the Departments in charge of public works and vested with the powers of a Collector under the Act.</p> <p>Notes: (I) The procedure in both in the cases is prescribed in the Odisha Treasury Code, Volume II, Appendix VII. (II) Sanctioned estimates for payment of land acquisition charges are treated as detailed estimates and expenditure is incurred against individual sanction.</p>	<p>3.6.18 No Change</p>
<p>(ii) Land held for Military Purposes</p>	<p>ii. Land held for Military Purposes</p>
<p>Para - 3.6.6. No land whether: (a) within cantonment limits; or (b) forming part of an encamping ground; or</p>	<p>3.6.19 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(c) otherwise held for military purposes should be taken up or occupied for any purpose whatever either by contractors or any other person (official or non-official) acting under the orders of any Civil Department of the State, until the sanction of the Govt. of India in the Ministry of Defence to the occupation or use of the land has first been obtained and communicated to the General Officer Commanding the Division or Independent Brigade. In all such cases the sanction of the Govt. of India should be obtained by the General Officer Commanding the Division or Independent. Brigade through the Quarter Master General. Application for such land when within cantonment limits should be made by the Officer in charge of the works to the cantonment, authority and by the letter to the superior military authority, but in the case of military encamping grounds, applications should be made to the General Officer commanding the Division or Independent Brigade. The Military authorities will then take the necessary steps to obtain -</p> <ul style="list-style-type: none">(i) the opinion of the State Government which should invariable be recorded on all applications, and(ii) the sanction of the Government of India to the occupation of the required land.	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>The foregoing procedure will apply in cases where it is proposed to purchase or otherwise acquire permanently any building situated on military land for the use of a civil Department.</p>	
3.7. Execution of Works	3.7 Execution of Works
1. Commencement of Works	I. Commencement of Works
<p>Para - 3.7.1. (a) It is a fundamental rule that no work shall be commenced or liability incurred in connection with it unless:</p> <p>(i) administrative approval where necessary has been received;</p> <p>(ii) properly detailed design and estimate have been technically sanctioned;</p> <p>(iii) allotment of funds has been made; and</p> <p>(iv) orders for its commencement have been issued by a competent authority</p> <p>Provision in budget estimate for a work does not convey any authority for the commencement of outlay on the work. Such provision in made on the implied understanding that before any expenditure is incurred, the above conditions are fulfilled.</p> <p>The sanction or a design and estimate by the competent authority conveys no permission for the commencement of expenditure on the work unless such expenditure has been provided for in the budget estimate of the year or provision has</p>	<p>3.7.1 a. No Change</p> <p>(i) Availability of Encumbrance free site</p> <p>(ii) No Change</p> <p>(iii) No Change</p> <p>(iv) No Change</p> <p>(v) No Change</p> <p>No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>been made for the outlay within the official year either by supplementary demand, reappropriation or out of some lump sum grant allotted for the head of classification under which the service falls or otherwise.</p> <p>In the third para of Rule 126 of the Odisha Budget Manual, a sanction becomes operative only when funds are appropriated to meet it and when funds are to be provided by reappropriation which require the sanction of higher authority, expenditure should not be incurred in anticipation of sanction to the reappropriation.</p> <p>Exceptions to the above fundamental Rules are -</p> <p>(i) Works for which specific orders are received from Govt. For commencement prior to issue of administrative approval and/or allotment of funds.</p> <p>(ii) Works, such as breached in embankments or storm-damage to buildings or roads or damage to plant and machinery or transmission lines due to fire or accident or breakdown of supply due to storm or lightning strokes etc. or other works where immediate action is essential.</p> <p>(iii) In exceptional cases where it is desirable to commence work on a project which has been administratively approved before the detailed estimate for the whole of project has been prepared as per provisions contained in para 6.1.3.</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(b) In cases falling under the exceptions (i), (ii), (iii), above and in any other case, whether on grounds of urgency or otherwise, an executive officer is required by superior authority to carry out a work or incur liability which involves an infringement of these fundamental rules, the orders of such authority should be conveyed in writing. On receipt of such written orders or in cases of emergency, on his own responsibility the officer may proceed to carry out the necessary work subject to the condition that he immediately intimates both the Accountant General, Odisha and the Government through proper channel that he is incurring an unauthorised liability and states approximately the amount of the-liability which he is likely to incur. In such cases, the Chief Engineer should see that necessary administrative approval or technical sanction to the estimate, as the case may be, is accorded by the competent authority within three months from the date of commencement of the work.</p>	
<p>Para - 3.7.2. Verbal orders for commencement of work are to be deprecated as being liable to misapprehension, but in cases where such orders are given those should be confirmed in writing as soon as possible thereafter.</p> <p>If the officer to whom verbal orders were given</p>	<p>3.7.2 Verbal orders for commencement of work are to be deprecated as being liable to misapprehension, but in cases where such orders are given those should be confirmed. No action shall be taken unless & until the same is confirmed in writing.</p> <p>If the officer to whom verbal orders were given does not get written confirmation within a fortnight, he</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>does not get written confirmation within a fortnight, he should at once make a reference seeking such written confirmation.</p> <p>When an officer decides to incur expenditure on the verbal request of another officer, the responsibility for the expenditure is squarely placed on the officer incurring it and he should make a prompt report about the liability incurred to his own superior officer with full explanation establishing the urgency of the case. The authority receiving the report should refer the matter promptly for the orders of the competent authority. [See paragraph 3.7.1 (b)]</p>	<p>should at once make a reference seeking such written confirmation. The onus to confirm the verbal order lies with the authority who has given such orders. The officer to whom verbal orders are given should not act unless the same is confirmed in writing.</p> <p>When an officer decides to incur expenditure on the verbal request of another officer, the responsibility for the expenditure is squarely placed on the officer incurring it and he should make a prompt report about the liability incurred to his own superior officer with full explanation establishing the urgency of the case. The authority receiving the report should refer the matter promptly for the orders of the competent authority. [See paragraph 3.7.1 (b)]</p>
<p>Para - 3.7.3. When any new building is about to be commenced or any alteration, addition or repairs executed to any building, due intimation of such intention must be given to the local Head of the Department occupying or requiring the building.</p>	<p>3.7.3 When any new building is about to be commenced or any alteration, addition or repairs executed to any building, due prior intimation of such intention of at least a fortnight must be given to the local Head of the Department occupying or requiring the building.</p>
<p>Para - 3.7.4. No work should be commenced on land which has not been duly made over by a responsible civil officer.</p>	<p>3.7.4 No Change</p>
<p>II. Scope of Sanction</p>	<p>II. Scope of Sanction</p>
<p>Para - 3.7.5. The authority granted by an administrative approval to an estimate must on all occasions be looked upon as strictly limited by the precise objects for which the estimate is intended to provide. Accordingly, any anticipated actual</p>	<p>3.7.5 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>savings on that estimate for a definite project should not, without special authority, be applied to carry out additional work not contemplated in the original project or fairly contingent upon its actual execution. Saving due to the abandonment of a substantial section of any project administratively approved by and authority are not to be considered as available for work on other sections without further approval of that authority.</p> <p>Note: For the purpose of this rule a substantial section of a project shall be considered to have been abandoned if the estimated, cost of work in such section is not less than 5% of the total sanctioned cost of project, excluding the case of irrigation projects.</p>	
III. Lapse of Sanction	III. Lapse of Sanction
<p>Para - 3.7.6. The approval or sanction to an estimate for any public work, other than annual repairs will, unless such work has commenced, cease to operate after a period of 5 years from the date on which it was accorded. In respect of repairs estimate the period of currency is regulated under the provisions of para 3.4.25 and 3.4.28. When an abandoned work is required to be taken up again, fresh administrative approval will be necessary, but in case of work, the execution of</p>	<p>3.7.6 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>which was deferred, the work can be restarted on receipt of instructions from the competent authority without fresh administrative approval within 5 years from the date of its original approval; provided that the estimate does not otherwise require revised administrative approval or account of increase in rates or modification of the original proposal or design.</p> <p>Notes: (I) In the case of a work which has commenced, but is required to be abandoned or it's further execution is deferred by an order of the competent authority, then the contract should be terminated with due notice without loss of any time and the accounts for what work be closed.</p> <p>(II) The works abandoned should be properly reported to audit to watch that further expenditure on these abandoned works is not incurred without proper authority.</p>	
<p>Para - 3.7.7. No material alteration in sanctioned and also standard designs which have been approved by a higher authority should be made by a Divisional Officer without the approval of such authority. If any alteration of importance involving additional expense is found necessary, a revised or supplementary estimate (see paragraphs 3.11.1 to 3.11.4.) should be submitted for sanction. However in unavoidable cases where any delay is</p>	<p>3.7.7 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
likely to cause inconvenience, an immediate report of the circumstances must be made to the superior authority and dealt with as the case may require. Note: Revised administrative approval is necessary in the cases indicated in paragraph 3.2.12.	
Para - 3.7.8. In works, the estimates for which have been sanctioned by a competent authority no addition or alteration likely to cause an excess which does not fall within the powers of sanction of that authority should be permitted without the previous approval of a higher authority.	3.7.8 No Change
Para-3.7.9. Where important structural alternations are contemplated, though not necessarily involving an increased outlay, the orders of the original sanctioning authority should be obtained. A revised estimate should be submitted for technical sanction and administrative approval should the alterations involve any substantial change in the cost of the work. Note: See also paragraph 3.2.12. of this Code.	3.7.9 No Change
IV. Miscellaneous Rules for Execution of Works	IV. Miscellaneous Rules for Execution of Works
Para - 3.7.10. In the execution of Works, every care should be taken that the safety and convenience of the public are duly attended to and that all operations are carried on in such a manner as to interfere as little as possible with the traffic	3.7.10 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>or_ ordinary pursuits of the people. Temporary roads and bridges should, when necessary, be provided and particular attention should be paid to the adequate lighting at night of all obstructions to public roads and passages. The occupation of land, when practicable be so timed as not to lead to the destruction of standing crops. Brick and like kilns should not be erected so close to the inhabited part of any town or cantonment as to be a nuisance.</p>	
<p>Para - 3.7.11. Except under orders of the State Govt. No religious edifice should be destroyed or injured in the execution of works without the full and free consent of the persons interested in it, or without the concurrence of the principal civil authority on the spot.</p>	<p>3.7.11 No Change</p>
<p>Para - 3.7.12. All interruptions of large works in progress should be immediately reported to the Superintending Engineer, the cause and probable duration of such interruptions being duly explained.</p>	<p>3.7.12 No Change</p>
<p>Para - 3.7.13. All unusual losses in the manufacture of materials must, on their occurrence, be reported to the Superintending Engineer.</p>	<p>3.7.13 No Change</p>
<p>Para - 3.7.14. Divisional Officers should promptly report to the Chief Engineer and also to the</p>	<p>3.7.14 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Superintending Engineer the occurrence of all serious and important accidents or damage to irrigation works or to electrical works or to any road or building borne on the books of the Department, or to any historical or archaeological monuments whether in charge of the Department or not Divisional Officers and other subordinates in charge of works should furnish immediate information to the officer-in-charge of the nearest Police Station on the occasion of every serious accident, and in the case of death on the spot they should not allow the body to be removed till and enquiry has been held.</p> <p>The Chief Engineer on receipt of such reports should immediately transmits the same to Govt. with his comments, if any. A detailed report should also be submitted by him within a reasonable period after causing a Departmental enquiry into the accidents or damages. (See para 2.2.37)</p>	
<p>Para- 3.7.15. The employment of female, labourers on works in the neighbourhood of soldier's barracks or jail should be avoided as far as possible. No person under the age of 12 years should be employed on works carried out departmentally. In case of works given out on contract, a condition to this effect should be prescribed in the contract.</p>	<p>3.7.15 The employment of female labourers on works in the neighbourhood of soldier's barracks or jail should be avoided as far as possible. No person under the age of 14 years should be employed on works carried out departmentally. In case of works given out on contract, a condition to this effect should be prescribed in the contract.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Para - 3.7.16. Temporary accommodation for work-charged employees stationed at the site of work may be provided subject to the specific provisions in the estimate of the work.</p>	<p>3.7.16 No Change</p>
<p>Para - 3.7.17. In carrying out public works departmentally or through the agency of contractors local labour should as far as possible be utilised and various Labour Acts and Regulations there under in force should be followed.</p>	<p>3.7.17 In carrying out public works departmentally or through the agency of contractors local labour should as far as possible be utilised and various Labour Acts and Regulations there under in force should be followed. In cases where works are done through contract, the Divisional Officer should exercise oversight on the Contractor to comply with all labour laws including safety to workers.</p>
<p>Para - 3.7.18. Carriage of any description, employed for purposes, connected with public works, is as liable to be impressed for military purposes as carriage employed by private individuals.</p>	<p>3.7.18 No Change</p>
<p>Para - 3.7.19. The Superintending Engineer may if he deems it necessary direct the Divisional Officer to suspend the commencement or progress of any work due to administrative or technical reasons.</p>	<p>3.7.19 No Change</p>
<p>Para -3.7.20. (a) A site order book containing pages duly machine numbered-and in the prescribed form should be opened and kept with the officer-in-charge in respect of major works executed departmentally or through contractors in which all orders to the executive subordinates or to the contractors must be recorded and signed by the officer giving the order. Where an order is</p>	<p>3.7.20 a. A site order book containing pages duly machine numbered-and in the prescribed form should be opened and kept with the officer-in-charge in respect of major works executed departmentally or through contractors in which all orders to the executive subordinates or to the contractors must be recorded and signed by the officer giving the order. Where an order is meant for the contractor, a copy should be promptly forward to him by the Divisional Officer. Copies or all orders whether intended for subordinate-Officers or contractors must be promptly despatched to the officer issuing the orders and his immediate superior.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>meant for the contractor, a copy should be promptly forward to him by the Divisional Officer. Copies or all orders whether intended for subordinate-Officers or contractors must be promptly despatched to the officer issuing the orders and his immediate superior (See Para 2.2.9 and 2.2.23 regarding inspection of works).</p>	<p>The Chief Engineer, while inspecting the works under execution should invariably record his observations in the Register of Inspections maintained at the site of work for which the tender has been accepted by the Department.</p> <p>The Superintending Engineer while inspecting the various works under execution should invariably record action taken report in respect of CE's inspection prior to his inspection. In case of discrepancy with reference to CE's order he shall make final inspection of such works after completion thereof but before payments of the final bill.</p> <p>All entries of site order book and the inspection register shall be made available on line to both contractors and Departmental officers concerned with the work.</p>
<p>(b) It will be the responsibility of the officer receiving any verbal orders of his superior to get it confirmed within 15 days.</p>	<p>b. No Change</p>
<p>(c) In case of a senior supervising officer like Superintending Engineer and Chief Engineer where it is not possible to issue written orders, such an order should be confirmed within 10 days.</p>	<p>c. No Change</p>
<p>(d) The Divisional and Sub-divisional Officer should invariably sign the site order books in token of their having read all the instructions issued by the various, officers and replies made thereto.</p>	<p>d. No Change</p>
<p>(e) Sectional Officer should also record their observations in the site order books if they find any defective work going on or contractors not complying with the terms of the contract.</p>	<p>e. No Change</p>
<p>(f) Site order books should never be removed from the site of the works in any circumstances and should invariably be consulted at the time of</p>	<p>f. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
making final payments to, contractor.	
V. Advances to Contractors	V. Advances to Contractors
<p>Para - 3.7.21. Advances to contractors are as a rule prohibited, and every endeavour should be made to maintain a system under which no payment is made except for work actually done. Exceptions are however, permitted in the following cases:</p> <p>(a) Cases in which a contractors, whose contract is for finished work, requires an advance on the security of materials brought to site. A Divisional Officer may, in such cases, sanction advances up to an amount not exceeding 75 per cent of the value (as assessed by himself) of such materials, provided that they are of an imperishable nature and that a formal agreement is drawn up with the contractor under which Government secures a lien on the materials and is safeguarded against losses due to the contractor's postponing the execution of the work or to the shortage or misuse of the materials and against the expense entailed for their proper watch and safe custody. Payment of such advances should be made only on the certificate of an officer, not below the rank of Sub-divisional Officer that the quantities of materials upon which the advances are made have actually been brought to site, that the contractor has not previously received any advance on that security</p>	<p>3.7.21 With regard to Advances to contractors it should be as per the provisions of SBD and latest Regulations/Orders of Finance Department shall be followed.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>and that the materials are all required by the contractors for use on items of work for which rates for, finished work have been agreed upon. The officer granting such a certificate will be held personally responsible for any overpayment which may occur in consequence. Recoveries of advances so made must not be postponed until the whole of the work entrusted to the contractor is completed. They should be made from his bills for work done as the materials are used, the necessary deductions being made whenever the items of work in which they are used are billed for.</p> <p>Note: Payment of advance on the security of materials at quarry site is prohibited.</p>	
<p>(b) Where in the interest of work, it is absolutely necessary to make advances, such advances may be made by the Sub-divisional Officer upto Rs. 200 and the Divisional Officer upto Rs. 500 inclusive of previous advances for each work.</p>	<p>b. Where in the interest of work, it is absolutely necessary to make advances, such advances may be made by the Sub-divisional Officer upto Rs. 10,000 and the Divisional Officer upto Rs. 25,000 inclusive of previous advances for each work.</p>
<p>(c) In all other cases the sanction of Government must be obtained which will be accorded only in exceptional circumstances, when such advances seem indispensable and provided that the necessary precautions are taken for securing Government against loss. Such a system will not be allowed to become general or to continue longer than is absolutely essential. [Such advance shall</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
carry interest at the rate of 18% (eighteen percent) per annum. (Added by Works Deptt. O.M. No. 9668, Dt. 26.4.93. w.e.f. 16-10-92.)	
VI. Sanitation of Extensive Works	VI. Sanitation of Extensive Works
Para - 3.7.22. On extensive works, where large labour force is collected, the importance of good hutting, water-supply and sanitary must be borne in mind and all reasonable precautions be taken to maintain the health of the labour force and prevent arrest the progress of epidemics. In case of works, executed through contractors it shall be the responsibility of the contractor to provide the above mentioned amenities and take the above mentioned precautions. It shall be the of the Divisional Officer to ensure that such arrangements made properly by the contractor.	3.7.22 No Change
VII. Information to be given to the Survey Department	VII. Information to be given to the Survey Department
Para - 3.7.23. (i) To enable the Survey Department to keep its up-to-date, information regarding additions or alterations or to works and all new public works such as dams, main and reservoirs, power houses barrages, weirs, canals cross drainage works, roads, railways, bridges and extra high tension trunk branch lines for transmission of the electrical energy should be supplied to them.	3.7.23 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(ii) When any such public work has been constructed or Section has been opened, a copy of the index or record map, on whatever scale available (not less than 1 cm. to 0.50 Km;) provided it is from original surveys and not a mere eye sketch made on tracings from the Survey of India maps, should be sent to the Survey of India Calcutta, and that Department will take steps to have the utilised by its own draftsman Index plans of canals, large irrigation channels, main lines of road, extra high tension trunk and lines for transmission of electrical energy should be sent to the Department.</p> <p>(iii) To ensure the material supplied being suitable for the purpose the Survey Department, the topography adjoining the alignment, as village sites, tri-junction boundary pillars, other, permanent objects the crossing of roads and streams, should be accurately shown, it should be, stated on the map supplied if the information is derived from actual surveyor otherwise.</p> <p>(iv) The Survey Department should be requested to treat the index of record maps with every care and to return them as, early as possible to the officers from whom they have been received so that the labour of tracing the same need not be restored to.</p>	



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
3.8. Execution of Works by Civil Officers	3.8 Execution of Works by Civil Officers
1. General	I. General
<p>Para - 3.8.1. Save in where the Government may assign the construction and maintenance of buildings and other public works to the Department is using or requiring them, the execution of all the works of construction or repair required for Government Departments, should be entrusted to Public Works Department.</p>	<p>3.8.1 The execution of all the works of construction or repair required for Government Departments, should be entrusted to the Public Works Department and in case of designs it should be entrusted to Directorate of Design. For all type of Departmental buildings new/renovation the architectural designs are to be got they got designed from the office of the Chief Architect.</p>
II. Public Works Executed by Civil Officers Acting as Public Works Disbursers	II. Public Works Executed by Civil Officers Acting as Public Works Disbursers
<p>Para - 3.8.2. The administration of the public works other than those assigned to the Departments concerned under paragraph 3.8.1., falls within the functions of the Departments in charge of public works. But even such works relating to buildings or roads, or irrigation etc. Not costing over Rs—5,000 may be mutual understanding between the Department in-charge of public works and the Departments concerned be executed by the letter on behalf of the former, the charges being debatable to the public works grants. In actual practice the system may be confined mainly to ordinary and special repairs in outline areas where there is inadequacy of the public works staff and it is advantageous to both the Departments. The expenditure when incurred</p>	<p>3.8.2 The administration of the public works other than those assigned to the departments concerned under paragraph 3.8.1., falls within the functions of the Departments in charge of public works. But even such works relating to buildings or roads, or irrigation etc. Not costing over Rs 25,000 may be mutual understanding between the department in-charge of public works and the departments concerned be executed by the letter on behalf of the former, the charges being debatable to the public works grants. In actual practice the system may be confined mainly to ordinary and special repairs in outline areas where there is inadequacy of the public works staff and it is advantageous to both the departments. The expenditure when incurred on account of ordinary or special repairs on each building, road etc. should be limited to the amount authorized by the department in charge of public works and the annual statement of the amounts so spent should be sent by the head of the civil department to public works division concerned in order to enable the latter to keep a check on the amount and also to see that repairs to buildings or roads or irrigation works etc. are carried out periodically and are not neglected for years together.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>on account of ordinary or special repairs on each building, road etc. should be limited to the amount authorized by the Department in charge of public works and the annual statement of the amounts so spent should be sent by the head of the civil Department to public works division concerned in order to enable the latter to keep a check on the amount and also to see that repairs to buildings or roads or irrigation works etc. are carried out periodically and are not neglected for years together.</p> <p>Any wing of a Public Works Department may take up works relating to other wings for facility of execution such as canal-bridges on road crossings etc. In such cases the executing Division should obtain plan designs and estimates duly countersigned from the requiring Division and execute the work on receipt of necessary funds in advance.</p>	<p>No Change</p>
<p>Notes: (I) The system should not be adopted, in the case of jail costing over Rs. 5,000. Such works should be carried out by the Works Department itself. But in giving out works on contract, Works Department Officers should exclude from the scope of contract such items of the works as require no killed labour or skilled supervision and allot them to the jail Department for execution.</p>	<p>Notes: i. The system should not be adopted, in the case of jail costing over Rs. 25,000. Such works should be carried out by the Works Department itself. But in giving out works on contract, Works Department Officers should exclude from the scope of contract such items of the works as require no killed labour or skilled supervision and allot them to the jail Department for execution.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
(II) While entrusting any work together departments, care should take to see that such Department has got engineering personnel their control.	ii. No Change
3.9. Contributions/Deposit Works	3.9 Deposit Works
Para - 3.9.1. The Departments in charge of public works may at the discretion of the State Government, be called upon execute works for which the outlay is provided wholly or in part from-	3.9.1 No Change
(a) Funds of a public nature but not included in the financial estimates and accounts of the State Government; and (b) Contributions from the public.	a. PWD may be called upon to execute works of construction or repair for which the outlay is provided wholly or in part from: i. Funds of a public nature but not included in the financial estimates and accounts of the State Government; and ii. Contributions from the public. Such works are termed deposit works. These works may be on behalf of another State, corporation, municipality, Red Cross Society, welfare organisation or any other legal entity, etc.
The powers of public works officers to undertake deposit works the same as that of according administrative approval to the deposit works under paragraph 6.3. 1.	b. Tenders for deposit works shall be invited for and on behalf of the principal the entity concerned. c. PWD officers shall exercise powers to undertake deposit works within the limits of their powers as specified for technical sanction.
Para - 3.9.2. Where a work is to be carried out partly from funds provided in the estimates of the Department and partly from funds of the foregoing nature, the contribution will be considered as a lump sum in addition to the Govt.	3.9.2 Prior to undertaking the preparation of the estimate, cost of its preparation shall be got deposited from the client. <i>The DPR shall be prepared only after amount is deposited based on rough cost estimate. Tender for the work will be issued after handing over of encumbrance free land/site by the concerned authority on behalf of which deposit is to be undertaken.</i> Before the work is taken in hand, a written approval to the design and estimate must be obtained from the authority depositing or administering the



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>grant, and the work executed strictly in accordance with the procedure laid down for public works.</p> <p>In such cases, it should be pre-determined as to who will be the eventual owner of the work. If the party depositing the funds will be the eventual owner of the work, the financial assistance given by the Government will be treated as a grant in-aid.</p>	<p>funds. Levy of Departmental charges in the estimates shall be in accordance with the policy laid down by the State Government from time to time, but the Government may grant full or part exemption. The administrative approval and technical sanction shall be governed by the relevant provisions.</p>
<p>Para - 3.9.3. The contribution/deposit should be realised before any liability is incurred on account of the work. In cases where the State Government is satisfied that the money will be forthcoming when required, it may authorise the recovery from the contributor in suitable instalments on fixed dates. No interest will be allowed on sums deposited as private contributions for public works.</p>	<p>3.9.3</p> <p>a. The funds shall be realised before any liability is incurred on account of the work. No interest shall be allowed on sums deposited as private contributions for works. In case where the receipt of money is assured, one-third of the estimated cost may be got deposited in advance. Thereafter, the expenditure incurred may be got reimbursed through monthly bills with rendering of monthly accounts on the progress of works. The one-third deposit obtained as the first instalment shall be retained for adjustment in the last portion of the estimated expenditure. Where delays are experienced in obtaining funds, and where expenditure has to be incurred out of one third reserves to keep the works going, the matter should be brought to the notice of Superintending Engineer/Chief Engineer promptly for taking up the matter with client Department. It should be understood that no expenditure shall be incurred by any PWD out of its own grants/funds and vice versa. For petty or short duration works, full funds should be realised in advance. In the case of works which are financed by private persons, it shall be proper to get 100% deposit.</p> <p>b. In case of a State Government undertaking or a State University or any such body, the amount may be taken in such installments and by such dates as decided by the administrative Department of that body. The administrative Department, while giving such concurrence, shall note that it was undertaking to provide the funds itself in case of any shortfall.</p>
<p>Para - 3.9.4 In cases where the Department</p>	<p>3.9.4 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>undertakes to design and construct a work wholly from the sources alluded to in paragraph 3.9.1., such as a town hall or reservoir for a municipality or a school or hospital for which funds have been raised by subscription, the following rules will be observed.</p>	
<p>(i) The design and estimate will, in the first instance, be drawn up in consultation with the party or parties depositing or administering the funds and must be submitted for the approval of such higher local Departmental authority as the extent of the estimate would require in the case of an ordinary public work.</p>	<p>i. No Change</p>
<p>(ii) Provision must be made to cover the cost of establishment and tools and plant at such percentages as may from time to time be prescribed by the State Government in accordance with the Rules in Appendix 4 of the Central Public Works Account Code, together with an addition of one per cent for audit and accounts establishment. (See paragraph 6.2.5., for remission of Department as charges).</p>	<p>ii. No Change</p>
<p>(iii) Prior to the work being put in hand, a written approval to the estimate and design must be obtained from the authority depositing or administering the funds, and an acknowledgment procured to the effect that in undertaking the</p>	<p>iii. Where a work is to be carried out partly from funds in the estimates of the Department and partly from funds provided by some other entity, the contribution will be considered as a lump sum in addition to the Government grant, and the work shall be executed strictly in accordance with the procedure laid down for normal Government-works. The contribution can be taken in installments also. iv. The client shall be clearly told that no advance of Government money will be permitted and in case</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>work the Department does not accept responsibility for unavoidable and reasonable excess, such as would be caused by a rise in the price of labour or materials by authorised alterations in design, loss by fire or theft, or by other factors which could not be foreseen at the time the estimate was prepared. Any alteration in design must be similarly dealt with.</p> <p>(iv) The necessary funds for the execution of the work must be realised and paid into the Government treasury either in a lumpsum or in such installments and by such dates as the State Government may decide in each case. No advance of Govt. money for such purpose will be permitted and in a case where the money is paid by installments, Govt will not be responsible for any increase in cost or damage to the uncompleted work, caused by a temporary stoppage of the work pending receipt of further installments.</p> <p>(v) It will be the duty of the officer in charge of the work to bring at once to the notice of his superiors and of local body or individuals any anticipated excess over estimate as well as to provide the fullest information in connection with the progress of expenditure, so that no responsibility may attach to Government in the event of the work having to be stopped for want of funds.</p>	<p>where the money is paid by installments, the PWD will not be responsible for any increase in cost, or damage to the incomplete work caused by temporary stoppage of the work pending receipt of further installments. Deposits received from one Department should not be diverted to works of the other. However, the Chief Engineer concerned may allow temporary use of funds in special circumstances in respect of State Departments, undertakings or other State entities.</p> <p>v. It shall be the duty of the Engineer-in-Charge of the work to bring, as soon as possible, to the notice of the superiors and the party concerned, any anticipated excess over the estimate, and also to provide full information in connection with the progress of work as well as expenditure so that no responsibility may attach to the Department in the event of work having to be stopped for want of funds.</p> <p>vi. All anticipated excess owing to the tender having been received at rates higher than provided in the estimate should be at once brought by the Engineer-in Charge to the notice of the party concerned for accepting the excess and arranging enhanced funds accordingly. The executing officer shall also inform the client about any significant increase happening in the construction cost due to any reasons. The client can, however, seek any details in this regard. It will be proper to associate a representative of the party at the tender stage and at any other stage where deemed fit.</p> <p>vii. Expenditure in excess of deposits cannot be operated from Public Account. Classification of such excess as minus (-) deposit is against financial norms, and constitutes a serious financial irregularity. In no case, shall the Departmental officer allow expenditure on such works to be incurred or booked to some other work or head of account.</p> <p>viii. Authorities undertaking such works shall satisfy themselves that the extent to which Government is responsible in regard to the execution of the work is thoroughly understood both by the party for whom the work is to be constructed and by the executive officer to whom the construction is to be entrusted. The cost of any escalation/litigation/arbitration is always required to be borne by the client, and no liability shall devolve on the State Government. An MOU with mutually agreed provisions should be drawn between PWD and the organisation on whose behalf work is being undertaken to avoid dispute at a later date.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(vi) The authority under whose orders a contribution/deposit work is undertaken should satisfy itself that the extent to which Govt. is responsible in regard to the execution of the work is thoroughly understood both by the parties for whom the work is to be constructed and by the executive officers to whom its construction is to be entrusted.</p> <p>(vii) Where the work is of magnitude, or there is any special circumstance which seems to render such a course desirable, an agreement should be drawn up under legal advice.</p>	
<p>Para - 3.9.5. When a work is completed, the Divisional Officer should forward a completion certificate together with completion plans etc., (or the results of experiments) to the authority on whose behalf the work is executed. The acknowledgement of that authority should be obtained and recorded.</p>	<p>3.9.5 When a work is completed, the Divisional Officer should forward a completion certificate together with completion plans, plans of all services etc., (or the results of experiments) to the authority on whose behalf the work is executed. The acknowledgement of that authority should be obtained and recorded.</p>
<p>Para - 3.9.6. It must be distinctly understood that contributions deposits on account of one work can in no circumstances, be utilised in meeting outlay an account of another work the contributions/deposits for which may be in arrears.</p>	<p>3.9.6 No Change</p>
<p>Para -3.9.7. In order to enable the non-</p>	<p>3.9.7 No Change</p>



Existing As IS Provision (Chapter 3: Works)			Suggested Provision (Chapter 3: Works)		
<p>Government bodies depositing funds for execution. of works to be aware of the progress of expenditure a statement of expenditure should be supplied by the Divisional Officer concerned to the depositors every quarter in the form detailed below when the expenditure is within the contributions/deposits received and every month when an excess over/the contribution/deposit is anticipated until the accounts are finalised. An annual statement of expenditure may be furnished to the non-Government bodies through the Accountant General.</p> <p>Statement showing the expenditure incurred by the Divisional Officer.....Division to the end of on contribution/ deposit works.</p>					
Sl. No.	Name of work	Amount			
1	2	3			
Amount	Expenditure	During Percentage Charge			
4	5	6			
Expenditure upon the end of work	Percentage charge	Unspent balance at the end of expenditure			
7	8	9			



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
Memo No..... Date..... Copy forwarded to for information through the Accountant General. Signature..... Designation.....	
No provision in existing OPWD Code	<p>3.9.8 The OPWD should normally decline to undertake as deposit work the maintenance of buildings that were not originally constructed by OPWD, and maintenance of mechanical/electrical equipment that were not originally procured and installed by OPWD. Maintenance of such works and installations may, however, be undertaken if it is in the interest of State Government to do so, e.g. when the Body or Institution is financed largely from State Government grants and defects in construction or maintenance might lead to demand for further financial assistance from the Government, or where the concerned works are Government works. <i>In all such cases where maintenance of a building not constructed by OPWD is undertaken the same shall be done after a onetime estimate of up gradation of the building to the requisite standard is sanctioned and up gradation work undertaken by OPWD.</i></p>
	<p>3.9.9 Powers to Undertake Deposit Works: The officers of the OPWD have been delegated powers to undertake deposit works. No deposit work should be undertaken without the prior approval of the competent authority.</p>
	<p>3.9.10 Realisation of Deposits: To enable the client to provide additional funds in time whenever the expenditure is anticipated to exceed the preliminary estimate figure, a revised preliminary estimate should be submitted to the client well in time during the execution of work.</p>
No provision in existing OPWD Code	<p>IV. Execution of Deposit Works and Settlement of Account</p> <p>3.9.11 (1) With regard to design, estimate and execution of work, instructions as contained above shall be followed. The scope of work should not be altered without written permission of the client. (2) The Executive Engineer shall send to their Accounts Officers every month, the Statement of Expenditure with the Schedule of Deposit Works for transmission to the concerned client after verification. (3) The Executive Engineers should also send a quarterly report to the clients showing the amount deposited and the expenditure incurred against each of the works for settlement of accounts. It is desirable</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
	to settle the accounts against the deposit works expeditiously.
3.10. Disposal of Estimate	3.10 Disposal of Estimate
I. Office of Record for Estimates	I. Office of Record for Estimates
Para-3.10.1. Whenever any estimate is submitted for sanction to superior authority, it should be submitted in duplicate. After the estimate is sanctioned, the authority sanctioning the estimate should retain one authenticated copy in his office after entering it in the prescribed register of sanctioned estimates. The other copy of the estimate authenticated should be returned to the Divisional Officer who shall keep a record thereof in the prescribed register. Copies of sanctioned estimates should also be supplied to the executive subordinates in, charge of the work.	3.10.1 No Change
II. Communication of Sanction to Estimates to the Audit Officer	II. Communication of Sanction to Estimates to the Audit Officer
Para -3.10.2. A return of all sanctioned estimates costing more than Rs. 25 lakhs in respect of projects and Rs. 10 lakhs in respect of non-projects should be sent to the Account General's Office. Note: The Superintending Engineer is responsible that in cases where a substantial section of a project sanctioned by higher authority has been abandoned, even though provisionally, the aggregate assumed cost (including contingencies) of the works included in that Section is intimated	3.10.2 No Change



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
to the Audit Office for exclusion from the total sanctioned estimate of the project. (See also paragraph 3.7.5.)	
3.11. Supplementary and Revised Estimates	3.11 Supplementary and Revised Estimates
I. Supplementary Estimates	I. Supplementary Estimates
<p>Para - 3.11.1. Any development of a project through necessary while a work is in progress, which is not fairly contingent on the proper execution of the work as first sanctioned, must be recovered by a supplementary estimate, accompanied by a full report or the circumstance which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary amount.</p> <p>Note: Application for sanction of supplementary estimate should also embody in itself the total amount of the original estimate as well as the supplementary estimate for which sanction has been sought. (For technical sanction, para 6.3.2. may be seen).</p>	<p>3.11.1 Any development of a project thought necessary while a work is in progress, which is not fairly contingent on the proper execution of the work as first sanctioned, must be recovered by a supplementary estimate, accompanied by a full report or the circumstance which render it necessary. The abstract must show the amount of the original estimate and the total of the sanction required including the supplementary amount.</p> <p>No Change</p>
II. Revised Estimates	II. Revised Estimates
<p>Para - 3.11.2. (a) A revised estimate must be submitted when the sanctioned estimate (See paragraph 3.7.5) is likely to be exceeded by more than 5 per cent in respect of residential buildings and by more than 10 per cent in respect of all</p>	<p>3.11.2 a. A revised estimate must be submitted when the sanctioned estimate is likely to be exceeded by more than 10 percent in respect of all the works, either from the rates being found insufficient or when material developments or deviations have necessitated revised administrative approval from or any cause whatever except as mentioned above.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>other works, either from the rates being found insufficient or when. material developments or deviations have necessitated revised administrative approval from or any cause whatever except as mentioned in paragraph 3.11.1 (See also paragraph 3.7.9)</p>	
<p>(b) When there is a likelihood of unavoidable delay in the preparation of a revised estimate, an immediate report should be made to the authority whose sanction (administrative approval and technical sanction) would ultimately be required to the revised estimate.</p>	<p>b. No Change</p>
<p>Para - 3.11.3. When a revised estimate is submitted it must be accompanied by a statement comparing it with the latest existing sanction of the competent authority (Schedule XXXVI) form No. 19) and by a report showing the progress made to date.</p>	<p>3.11.3 No Change</p>
<p>III. Utilisation of Completion Report as a Revised Estimate</p>	<p>III. Utilisation of Completion Report as a Revised Estimate</p>
<p>Para - 3.11.4. When excess occur at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excesses, if beyond the Divisional Officer to pass may be explained in the completion report or statement prepared under the Rules in paragraph 3.12.1. But when excesses of more than</p>	<p>3.11.4 When excess occur at such an advanced period in the construction of a work as to render the submission of a revised estimate purposeless, the excesses, if beyond the Divisional Officer to pass may be explained in the completion report or statement prepared under the Rules in paragraph 3.12.1. But when excesses of more than ten percent shown on a completion report should be explained why a revised estimate was not submitted before the work was completed and the Superintending Engineer should report whether the probability of an excess occurring was reported to him on a work slip.</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>five per cent shown on a completion report should be explained why a revised estimate was not submitted before the work was completed and the Superintending Engineer should report whether the probability of an excess occurring was reported to him on a work slip.</p>	
3.12. Completion Reports, Certificates and Plans	3.12 Completion Reports, Certificates and Plans
I. General	I. General
<p>Para - 3.12.1. (a) A consolidation completion statement (in form No. 156 of Schedule XLV) should be prepared monthly of all completed works other than those referred in clause (b), the actual expenditure on which is in excess of the sanctioned estimate (see paragraph 3.7.5) by an amount greater than that which the Divisional Officer is empowered to pass. This statement should show for each work or group of works the estimated amount, the outlay and the excess. In cases in which the completion statement is utilised instead of revised estimate under paragraph 3.11.4 sufficient details must be given, if the excess is more than 5 per cent to satisfy the authority whose sanction is necessary.</p>	<p>3.12.1</p> <p>a. A consolidation completion statement (in form No. 156 of Schedule XLV) should be prepared monthly of all completed works other than those referred in clause (b), the actual expenditure on which is in excess of the sanctioned estimate (see paragraph 3.7.5) by an amount greater than that which the Divisional Officer is empowered to pass. This statement should show for each work or group of works the estimated amount, the outlay and the excess. In cases in which the completion statement is utilised instead of revised estimate under paragraph 3.11.4 sufficient details must be given, if the excess is more than 10 percent to satisfy the authority whose sanction is necessary.</p>
<p>(b) A detailed completion report (in form No. 155 of Schedule XLV) need only be prepared in respect of works on which the outlay has been recorded by subheads-</p>	<p>b. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>(i) When, if the work was sanctioned by higher authority, the total estimate has been exceeded by more than 5 percent; and</p> <p>(ii), When, if the work was sanctioned by the Divisional Officer, the total estimate has been exceeded by an amount greater than that which he is empowered to pass. This report should give a comparison and an explanation of difference between the quantity, rate and cost of the work executed and those entered in the estimate and should mention the names of the engineers and subordinates by whom the, work was supervised (See also paragraph 3.7.5.)</p> <p>Note: In respect of important component parts of any work, the Superintending Engineer, if she so desires, may require intermediate completion report.</p>	<p>i. When, if the work was sanctioned by higher authority, the total estimate has been exceeded by more than 10 percent; and</p> <p>ii. No Change</p> <p>No Change</p>
II. Works Executed on Behalf of Other Departments	II. Works Executed on Behalf of Other Departments
<p>Para - 3.12.2. On completion of an original work executed on behalf of another Department, a completion certificate (in form No. 81 of Schedule XXXVI) should be forwarded by the Divisional Officer to the Civil authority concerned, who should after signing in the space provided for the purpose (see also paragraph 3.12.4) return it to be Divisional Officer. After the certificate is received</p>	<p>3.12.2 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>back from the civil authority a copy thereof should be sent to audit. In the case of repairs, the Sub-divisional Officer should submit, a completion certificate (in form No. 81-A of Schedule XXXVI) to the officer of the Department immediately interested in the work who should, after endorsing it with the remark that the work is in 'good' order or otherwise, forward it to his Departmental superior (if he is not himself the officer competent to sign the certificate). The latter officer should then transmit it to the Divisional Officer for disposal. The completion certificate in the case of petty works and repairs will be endorsed on the requisition and no separate certificate is then required.</p>	
<p>Para - 3.12.3. Civil officers are required to fill up, and sign all authorised forms of requisition, completion report or other certificate of execution that may require by the Divisional Officer in consequence of the execution of any work on their application or order.</p>	<p>3.12.3 No Change</p>
<p>Para - 3.12.4. The countersignature of a civil officer merely implies, in the case of an original work that the work has been completed and taken over and in the case of repairs that the building or work, generally is in proper order and involves no further responsibility. If the countersigning officer</p>	<p>3.12.4 No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
is not satisfied with the work and wishes to make any remark, he can do so, over his signature. But he should bear in mind that in making remarks, which are unnecessary or irrelevant, he may occasion trouble and delay. (See also paragraph 3.12.6)	
III. Record Drawings and Plans	III. Record Drawings and Plans
<p>Para - 3.12.5. Record drawings, showing the work as actually constructed, should be completed as the work proceeds by, the officer in immediate charge of every new work or alterations of on existing work, for approval and record by the Divisional Officer (see paragraph 5.8.1 and 4.1.29) Completion plans, consisting of copies of the record plans of the more important works and alterations should, if required to, elucidate the report or if otherwise so directed by the Superintending Engineer be prepared in the Divisional Office to accompany the completion report (see paragraph 5.8.4)</p> <p>Notes : (1) During the progress of any work, if the officer-in-charge of a work is transferred, then the completion plan for the completed portion should be prepared and a reference of the same should be made in the handing-over report. (II) Record drawings of important municipal works constructed by a Division should be supplied to the</p>	<p>3.12.5 Record drawings, showing the work as actually constructed, should be completed as the work proceeds by, the officer in immediate charge of every new work or alterations of on existing work, for approval and record by the Divisional Officer (see paragraph 5.6.1) Completion plans, consisting of copies of the record plans of the more important works and alterations should, if required to, elucidate the report or if otherwise so directed by the Superintending Engineer be prepared in the Divisional Office to accompany the completion report (see paragraph 5.6.4)</p> <p>No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>Municipality concerned.</p> <p>(III) Record drawings of buildings and other structures should consist of a site plan, ground plan, elevation and one or two Sections as may be necessary to illustrate the work, preferably on one sheet. Any other details required for a particular type of structure should also be given.</p>	
IV. Office of Record	IV. Office of Record
<p>Para - 3.12.6. (a) On the, completion of any work in respect of which a completion report or statement is required under paragraph 3.12.1.such report or statement should be forwarded by the Divisional Officer to the Audit Officer who should after verification of the figures transmit it to the Superintending Engineer. If the Superintending Engineer is himself empowered to deal with the excess, he will dispose of the completion report of statement, otherwise he should submit it to the Chief Engineer who in his turn will submit it to the Administrative Department in-charge of public works, if he is not empowered to deal with the excess. After disposal by the authority concerned it should be returned to the Divisional Office, which is the office of final record for all completion reports. Sanctions passing the excess should be communicated to audit by the authorities concerned. Completion plans, if any, should not be</p>	<p>3.12.6 a. No Change</p>



Existing As IS Provision (Chapter 3: Works)	Suggested Provision (Chapter 3: Works)
<p>sent to the audit office but should be forwarded direct to the Superintending Engineer who should attach them to the completion report on its receipt.</p> <p>(b) Completion certificates which should not be submitted to audit, should ordinarily be retained in the Divisional Office. But in the event of unfavourable remarks having been recorded on such a certificate by any civil officer, it should be submitted for orders of the Superintending Engineer with the explanation of the divisional Officer and an account of any action he may have taken. (See also para 5.8.4)</p> <p>Note: For all completed works, the verified expenditure should be noted in the register of sanctioned estimates.</p>	<p>b. Completion certificates which should not be submitted to audit, should ordinarily be retained in the Divisional Office. But in the event of unfavourable remarks having been recorded on such a certificate by any civil officer, it should be submitted for orders of the Superintending Engineer with the explanation of the divisional Officer and an account of any action he may have taken. (See also para 5.6.4)</p> <p>No Change</p>



CHAPTER **4**
PUBLIC **B**UILDINGS



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
	4 PUBLIC BUILDINGS
4.1. General	4.1 General
I. General Rules	I. General Rules
<p>Para - 4.1.1. The Provisional Officer should make some technical officer of his establishment answerable for the general condition and proper maintenance of each of the buildings under his jurisdiction.</p>	<p>4.1.1 Every Department shall have a register of buildings in electronic format as well as in hard copy. Department shall ensure that there is an officer/official in-charge of every building under their charge and the name and designation of the officer/official shall be clearly brought out in the register. In case of buildings not owned by PWD but maintained by it, there will be two officers/officials responsible, one designated by the Department owning the building and other by the concerned Divisional Officer. The PWD shall, in addition, maintain the register of those buildings which are not owned by the Department per se, but are on its books for maintenance purpose. The register will contain all buildings including those which might be maintained by the Departments concerned temporarily. Engineers-in-Chief will issue detailed instructions in this regard.</p>
<p>Para - 4.1.2. Ordinarily public buildings meant for one purpose should not be used for another purpose without the specific permission of the Divisional Officer concerned which is likely to cause damage to the building.</p>	<p>4.1.2 Ordinarily public buildings meant for one purpose should not be used for another purpose without the specific permission of the Divisional officer/EE.</p>
<p>Para - 4.1.3. Insurance of Government building is not to be effected except in case of specially valuable property liable to special risks, In the latter case, the sanction of Government should be obtained.</p>	<p>4.1.3 No Change</p>
<p>Para - 4.1.4. The initial supply of fire buckets and fire extinguishers together with other appurtenances such as stands, brackets etc. where</p>	<p>4.1.4 In every Govt. building, properly designed fire detection system is required meeting with latest norms of the fire Department and the requirement of National Building Code. The fire alarm system, internal water sprinkler systems and external fire hydrant are required to be connected with water storage</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>these are not provided at the time of original construction as well as all renewals of and repairs to the fire buckets and extinguishers shall be made by the heads of offices in occupation of the building. If in any case professional skill or assistance is considered necessary, the Divisional Officer and Sub-divisional Officer in charge of the building shall be consulted.</p> <p>The cost of the provision shall be chargeable to office expenses of the office concerned and the Department in charge of public works shall not charge any Departmental charges for the professional or technical advice. If however, the work is executed through the Departments in charge of public works, the usual Departmental charges shall be levied.</p>	<p>reservoirs of adequate capacity. In addition, supply of fire buckets and fire extinguishers together with other appurtenances such as stands, brackets etc. where these are not provided at the time of original construction as well as all renewals of and repairs to the fire buckets and extinguishers including refilling shall be made by the heads of offices in occupation of the building.</p> <p>The cost of the provision of permanent fire detection, fire alarm and fire protection systems shall be chargeable as capital cost for which budget provision shall be made. The cost of portable and renewable fire extinguisher equipment shall be chargeable to office expenses of the office concerned and the Department in charge of public works shall not charge any Departmental charges for the professional or technical advice. If however, the work is executed through the Departments in charge of public works, the usual Departmental charges shall be levied.</p>
<p>No provision in existing OPWD Code</p>	<p>4.1.5 There are a few buildings which are only notionally owned by a Department other than PWD, but the allotment, collection of rent or vacation etc. is all done by the R&B. It will be better if, in respect of such buildings, the ownership is also got transferred in the favour of PWD to avoid any legal complications.</p> <p>4.1.6 To ensure quality and uniformity in construction and maintenance of public buildings, PWD shall update the existing Specifications for construction and Maintenance Manual. These shall be revised and updated every five years periodically.</p> <p>4.1.7 Normal maintenance shall be done as per the conditions of Rent Agreement. However, where the expenditure is beyond norms or the money is required to be spent on private buildings, the estimates shall be brought before a Committee of Ministers constituted by the Chief Minister (this committee will have Finance Minister and Minister in-charge of PWD as members among others) and the expenditure shall be</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
	<p>done as per the decision of this Committee. In case of an emergency, the Minister in-charge of PWD will take decision pending ratification by the Committee. However, for renovation of private buildings taken on rent, it shall be desirable to do so with the approval of the owner and at his cost. If it entails any demand for increase of rent, it may be negotiated by a Committee constituted by the Government for the purpose.</p> <p>4.1.8 The hiring of buildings for the use of dignitaries or other purposes can be done only on specific orders of the Chief Secretary. The decision to select a particular building will be taken by the Committee constituted for the purpose by the Chief Secretary. The Committee shall include Special Secretary/Joint Secretary, Secretariat Establishment and the concerned Divisional Officer of R&B Department concerned, among others. The rent determination shall also be done by this Committee, though with the approval of the Chief Secretary.</p> <p>4.1.9 As regards the facilities to be provided for the Governor and the Chief Minister, the orders of the latter shall be considered final and there will not be any need to go through the Committee as mentioned in para 4.1.8.</p> <p>4.1.10 If it becomes necessary to provide additional facilities at the camp offices/residences of officers attached to the Chief Minister, the matter shall be considered in the same way as provided in para 4.1.8.</p> <p>4.1.11 The PWD shall frame a schedule of norms for the purpose of renovation/maintenance/furnishing and get it approved from the competent authority. These shall be revised periodically, but at least once a year. The list of dignitaries to be covered by these norms shall be prepared.</p>
II. Fixtures and Furniture	II. Fixtures and Furniture
(a) Fixtures	a. Fixtures
<p>Para - 4.1.5. Every public building should be provided with all necessary fixtures, the expenditure being charged direct to works subject to the provision in the estimate. The periodical repair of these fixtures should be carried out by the. Divisional Officer concerned and debited to</p>	<p>4.1.12 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>the repair estimate of the building. All petty repairs of fixtures and replacement of broken glass in doors and windows in non-residential buildings required in the intervals between the periodical repairs should be carried out by the Department occupying the building and the expenditure met out of the office expenses of that Department.</p>	
<p>Note: Wherever required, Flag staff may be provided by the Department in-charge Public Works as fixtures to the State Govt.</p>	<p>No Change</p>
<p>(b) Furniture</p>	<p>b. Furniture</p>
<p>(i) General</p>	<p>i. General</p>
<p>Para - 4.1.6. The Divisional Officer, will neither supply nor repair furniture, screens, purdahs or tatties, nor will he perform any of the duties specified above as devolving on the departmental officer in charge. Furniture for new offices may, however, be supplied by the divisional Officer and charged in his accounts provided the State Government authorise the inclusion of the cost of such furniture in the estimate of the officers concerned. The furniture thus supplied should be finally transferred to the concerned Department and should not be kept on the books of the Divisional Officer. The repairs and maintenance of such furniture shall devolve on the Department</p>	<p>4.1.13 Furniture provided at the residences of the dignitaries shall be properly accounted for. To avoid any embarrassment, proper inventory of the furniture and other movable items such as invertors, refrigerators, etc. should be made along with their digital photographs and the Engineer-in-Chief shall issue instructions fixing up clear responsibility in this regard. The instructions shall also provide for duties of the supervisory officer in this regard. Furniture for new offices may, however, be supplied by the divisional Officer and charged in his accounts provided the State Government authorise the inclusion of the cost of such furniture in the estimate of the officers concerned. The furniture thus supplied should be finally transferred to the concerned Department and should not be kept on the books of the Divisional Officer. The repairs and maintenance of such furniture shall devolve on the Department concerned and not on the Divisional Officer who has supplied the furniture. The outlay on the supply and repairs of furniture for dak-bungalows or rest houses or circuit house in charge of civil officers, will be treated as charges of the Civil Departments. In the case of public works inspection bungalows and rest sheds, the furniture should be supplied and repaired at the cost of the Department in charge of public works.</p> <p>4.1.14 The furnishing of residences of high officials shall be handled with the utmost sensitivity it</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>concerned and not on the Divisional Officer who has supplied the furniture. The outlay on the supply and repairs of furniture for dak-bungalows or rest houses or circuit house in charge of civil officers, will be treated as charges of the Civil Departments. In the case of public works inspection bungalows and rest sheds, the furniture should be supplied and repaired at the cost of the Department in charge of public works.</p>	<p>deserves. There are norms prescribed for incurring such expenditure. The issue acquires further sensitivity as the expenditure may have to be incurred on the buildings which are not owned by the State Government and some of these may be on rent.</p> <p>4.1.15 CE/SE shall accord sanction for furniture as per provision for circuit house/dakbungalows on the scales laid down/availability of funds. The EE-in-Charge can sanction estimates for annual repairs etc.</p>
<p>(ii) Furniture in the residence of Governor</p> <p>Para - 4.1.7. The administration of the furniture grant of the official residence of the Governor of Odisha including the up-keep of a stock list and the purchase, repair and maintenance of furniture shall be conducted by the Secretary to the Governor. He should furnish the Accountant General, Odisha, with an annual certificate of verification in the form given below. During the second and the fourth years of the incumbency of the Governor, and at least once in every three years the certificate of verification should be countersigned by a gazetted officer of the Departments in charge of the public works (Roads and Buildings), in token of his joint responsibility for the actual verification.</p>	<p>ii. Furniture in the Residence of Governor</p> <p>4.1.16 a. The administration of the furniture grant of the official residence of the Governor of Odisha including the up-keep of a stock list and the purchase, repair and maintenance of furniture shall be conducted by the Secretary to the Governor or the officer authorized by him under the rules issued by the Government of India in the Home Department. He shall furnish the Accountant General, Odisha, with an annual certificate of verification on or before 31st July each year in the form given below. During the second and the fourth years of the incumbency of the Governor, and at least once in every three years the certificate of verification should be countersigned by a gazette officer of the Departments in charge of the public works (Roads and Buildings), in token of his joint responsibility for the actual verification.</p> <p>b. The Executive Engineer, Roads and Building Division, will be in charge of the furniture supplied to the residences of the Governor and will be responsible for keeping proper accounts of the furniture. He will furnish to the Audit Officer an annual certificate of verification of furniture in the residences of Governor on or before 31st July each year.</p>
<p>Form of Certificate of Verification</p>	<p>No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Certified that the furniture in Raj Bhawan at..... has been inspected and checked with the stock lists maintained. I am satisfied (i)that all new supplies up-to-date have been correctly brought on to the stock lists, (ii) that the stock lists are correct in all respects, (iii) that the articles in stock agree with the stock list, (iv) that the sale proceeds have been properly accounted for, and (v) that sanction of competent authority exists for writing of all articles struck off the lists.</p>	
<p>(iii) Furniture in the residences of Cabinet Minister, Ministers of State, Deputy Minister, Speaker and Deputy Speaker etc.</p>	<p>iii. Furniture in the residences of Cabinet Minister, Ministers of State, Deputy Minister, Speaker and Deputy Speaker etc.</p>
<p>No provision in OPWD existing code</p>	<p>4.1.17 The Executive Engineer, Roads and Building Division, in charge of the furniture shall supply to the residences of the Chief Minister, Ministers and MLAs and will be responsible for keeping proper accounts of the furniture. He shall also be responsible for camp office of CM and all rest houses within the jurisdiction of the division. He will furnish to the Audit Officer an annual certificate of verification of furniture of all such residences.</p>
<p>Para – 4.1.8. (a) Furniture shall be supplied to the residence of Cabinet Ministers, Ministers of State, Deputy Minister, Speaker and Deputy Speaker at Government cost on the scale fixed by a general or special order. Except when otherwise ordered, the cost of such furniture, and the cost of its maintenance shall be met from the grant under the Works Department who shall be responsible</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>for furnishing the residences of Cabinet, Ministers, Ministers of State, Deputy Minister, Speaker and Deputy Speaker etc. including the visitors waiting room and guest room, office room and the staff room at the residences according to the scale laid down in the Annexure to Appendix 20 of Odisha General Financial Rules Vol. II and shall also maintain the furniture supplied. The Personal Assistants of Cabinet Ministers, Ministers of State, Deputy Ministers, Speaker and Deputy Speaker etc. shall acknowledge receipt of furniture and maintain a list of all the furniture supplied in a register in the form prescribed for stocks accounts. The furniture shall be verified once a year by the Personal Assistant and the Subdivisional Officer in charge of furniture jointly and a certificate of verification as prescribed below recorded in the register and shall be submitted to audit by the Division concerned duly signed by the Personal Assistant and counter signed by the Subdivisional Officer. The furniture should also be verified when there is a change of incumbency of the persons using the furniture. On charge of Personal Assistant they relieving Personal Assistant shall take over the charge of the furniture along with the register from the relieved Personal Assistant as</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>an item of charge. A list of furniture handed over and taken over should be prepared in triplicate and signed both by the incoming and outgoing Personal Assistants, a copy thereof being sent to the Sub-divisional Officer in charge of furniture. Any loss or breakage noticed at the time of verification shall be brought to the notice of Govt. in the Works Deptt. Cabinet Ministers, Minister of State, Deputy Ministers, Speaker and Deputy Speaker will generally be responsible for loss or breakage other than that caused by fair wear and tear.</p> <p>(b) Cabinet Minister, Ministers of State, Deputy Ministers, Speaker and Deputy Speaker may send their requisitions for furniture to the Works Department who shall arrange to supply the furniture.</p> <p>(c) The new supplies will only be made after the estimate is administratively approved and provision made in, the budget. In regard to repairs and replacement of furniture, the cost will be met from the repair grant of the buildings. The cost of new supply of furniture will be debited to "283-Housing Government residential buildings Furnishings" and cost of repairs and replacement to 283-Housing Government residential buildings-</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Furnishing-Repairs, No item should, however, be replaced unless a survey report is prepared and approved by the competent authority.</p> <p>(d) When any article supplied is sold or condemned under orders of competent authority, the fact should be noted in the register and in the case of transfer from the residence of a Cabinet Minister or Minister of State or Deputy Minister or Speaker or Deputy Speaker to the residence of other Cabinet Minister or Minister of State or Deputy Minister or speaker or Deputy Speaker, the article will be written off from the list of the former and entered as a fresh item, in the list of the latter. A permanent transfer of furniture etc., which has the effect of varying the scale of supply for each Cabinet Minister or Minister of State or Deputy Minister or Speaker or Deputy Speaker should be made with the approval of the Department in charge of the Minister establishment. Condemnation and transfer of furniture should also be made with the approval of the Department in charge of the Minister establishment, but the condemnation certificate should be given by the Works Department in respect of the furniture supplied to the residence of the Cabinet Ministers, Ministers of State,</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Deputy Ministers, Speaker and Deputy Speaker. (e) The care of all the articles provided at Government expense to the residence of the Cabinet Ministers, Minister of State, Deputy repair and renewal will rest with the Division concerned under Works Department. Any old and unserviceable article may be sold by public auction after it is duly condemned by a competent authority and the sale proceeds credited to the treasury by the Division concerned.</p>	
<p>Form of Certificate of Verification Certified that the furniture in the residence of the Cabinet Minister/Minister of State/Deputy Minister/Speaker/Deputy Speaker at has been inspected and checked with the stock lists maintained. I am satisfied (i) that all new supplies up-to-date have been correctly brought on to the stock lists, (ii) that stock lists are correct in all respects,(iii) that the articles in stock agree with the stock lists, (iv) that the sale proceeds have been properly accounted for, and (v) that sanction of competent authority exists for writing off all articles stock lists. (f) On vacation of the building by the Cabinet Minister /Minister of State/Deputy Minister/Speaker/Deputy Speaker, etc. the</p>	<p>No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
Personal Assistants in charge should hangover the furniture to the Sub-divisional Officer concerned.	
III. Purchase and Sale of Govt. Buildings	III. Purchase and Sale of Govt. Buildings
(a) Purchase of Buildings	a. Purchase of Buildings
Para - 4.1.9. No building may be purchased for public purposes without orders of the Government in the Administrative Department, Proposal for such purchase should be accompanied by a survey and valuation report from the Divisional Officer concerned along with a valuation report of the land from the Collector of the districts. The Divisional Officer under the administrative control of the Chief Engineer (Roads & Buildings) should furnish the above report in respect of buildings proposed to be purchased by a non-engineering Department.	4.1.18 No Change
(b) Sale and Dismantlement of Buildings	b. Sale and Dismantlement of Buildings
Para - 4.1.10. Permanent public buildings borne on the books of the Divisional Office, whatever be their book value, if found surplus to the requirements of the Department concerned may be sold under the orders of Government in the Administrative Department. Proposal for such a sale should be sent to the Government in the Administrative Department along with survey and valuation report from the Divisional Officer	4.1.19 No Change



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>concerned and a report on the value of land-from the Collector of the district. The Administrative Department should ascertain from other Departments or Government whether the building is required for public purpose before according approval to the sale of building.</p> <p>As regards permanent buildings belonging to non-engineering Department the Divisional Officer concerned under the administrative control of the Chief Engineer (Roads and Buildings) should furnish the survey and valuation report of the building to the concerned Department.</p> <p>The above procedure should apply mutatis Stands for dismantlement of permanent public buildings. (See also paragraphs 6.3.8 to 6.3.13).</p>	
<p>Para — 4.1.11. Temporary building erected during the execution of work or purely temporary structures erected for any specific purpose may, on the completion of the work or when the purpose for which they were erected has been served, be sold or dismantled under the sanction of the Chief Engineer of the concerned Deptt.</p> <p>It is the duty of the Divisional Officer to report, when in his opinion any building or other property of Government in his charge ought to be sold or dismantled, building or houses standing on the</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>land acquired for the purpose of execution of public works and which have to be dismantled in course of such execution may be dismantled in the like manner as and when necessity arises.</p>	
<p>IV. Hire of Office Accommodation</p> <p>Para - 4.1.12. (a) When it is necessary to hire a separate building for the accommodation of office of Divisional Officer, the amount of rent to be paid by Govt. will be fixed by the Superintending Engineer up to a maximum of Rs. 900 per mensem, any higher rent being fixed by the competent authority as per delegation of powers.</p> <p>(b) In the case of a building hired for a Subdivisional Office the rent to be paid will be fixed by the Superintending Engineer up to maximum of [Rs. 300] per mensem, any higher rent being fixed by the competent authority as per delegation of powers.</p> <p>(c) When a Sectional Office is necessarily accommodated in the Sectional Officer's residence (not being a Government building), the Sectional Officer may, under the sanction of the Superintending Engineer, be allowed a fair proportion of the rent actually paid for the house he occupies upto a maximum of Rs. 120 per mensem based on the plinth area of space used</p>	<p>IV. Hire of Office Accommodation</p> <p>4.1.20 (a) When it is necessary to hire a separate building for the accommodation of office of Divisional Officer, the amount of rent to be paid by Govt. will be fixed by the Superintending Engineer up to a maximum of Rs. 9,000 per month, any higher rent being fixed by the competent authority as per delegation of powers.</p> <p>(b) In the case of a building hired for a Subdivisional Office the rent to be paid will be fixed by the Superintending Engineer up to maximum of [Rs. 3,000] per month, any higher rent being fixed by the competent authority as per delegation of powers.</p> <p>(c) When a Sectional Office is necessarily accommodated in the Sectional Officer's residence (not being a Government building), the Sectional Officer may, under the sanction of the Superintending Engineer, be allowed a fair proportion of the rent actually paid for the house he occupies upto a maximum of Rs. 1,200 per month based on the plinth area of space used for office purpose;</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>for office purpose;</p> <p>(d) Accommodation may be hired by the Superintending Engineer for storage facilities subject to the same maximum limits as fixed for the several offices in this paragraph, the amount indicated therein being the maximum for such storage facilities for each Sectional, Subdivisional or Divisional stores.</p> <p>(Subtd. by Works Dept. No. 10297 Dt. 15.4.89 w.e.f. 15.4.89.)</p> <p>Note: Appendix XII contains the principles to be observed for hiring out accommodation for public purpose.</p>	<p>(d) No Change</p> <p>Note: The principles to be observed for hiring out accommodation are given in Chapter 4 of the manual.</p>
<p>Para - 4.1.13. (a) In exceptional cases where accommodation is to be hired, both for the officer and the office, the officer sharing the accommodation shall occupy as much area only as is surplus to office accommodation but not in excess of what is appropriate to his status according to the prescribed standards subject to a variation up to 5per cent and pay rent on plinth area basis or at the rate of 7½ percent of Government servant's monthly emoluments whichever is higher subject to a maximum of 50 per cent of the total rent of the, building. In such</p>	<p>4.1.21 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>cases, prior permission of the Chief Engineer should be obtained.</p> <p>(b) The Municipal Tax or Union Tax assessed on the annual value of the buildings in which office accommodation is provided or on the land appertaining to them should be treated as separate from the rent. At the time of hire of the building it should be decided who will pay such tax on the building. In case, where Government is to pay the tax, the Government' s share of tax will be proportionate to the rent payable by Government. (See also paragraph 4.1.24).</p>	
<p>V. Procedure for Calculation of Fair Rent</p>	<p>V. Procedure for Calculation of Fair Rent</p>
<p>Para - 4.1.14. The procedure for calculation of fair rent of private buildings taken on hire for public purpose is laid down in OPWD Manual</p>	<p>4.1.22 No Change</p>
<p>Para - 4.1.15. The calculation of fair rent should be made afresh after a lapse of three years from the date of last sanction and or whenever the expenditure on additions and alterations exceeds the, capital cost of the building by more than five per cent.</p>	<p>4.1.23 No Change</p>
<p>VI. Renting of Buildings</p>	<p>VI. Renting of Buildings</p>
<p>Para - 4.1.16. It is the duty of the Divisional Officer in charge of buildings unless orders to the contrary</p>	<p>4.1.24 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>exist in any special case, to endeavour to get tenants for public buildings not immediately required for Government use. Such tenants need not necessarily be officers of the Department to which the building is assigned. They may be officers of other Department or private persons. Residences, thus let, should generally be let from month to month, but a long term lease in the prescribed forms may be given with the sanction of the Chief Engineer in case of non-residential buildings and with that of the Superintending Engineer in the case of residential buildings. A clause in the agreement should be added, when necessary, to enable the Divisional Officer to terminate the lease at short notice in case the building is required by Govt.</p>	
<p>Para - 4.1.17. In cases where the responsibility of allotment of buildings borne on the books of Divisional Officer rest with an authority other than the Divisional Officer, the allotting authority should send an intimation to the Divisional Officer concerned to enable him to send rent rolls for the recovery of the rent. In case where buildings are allotted to private persons the allotting authority should indicate the terms of allotment to the Divisional Officer so as to</p>	<p>4.1.25 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
enable him to enter into necessary agreement and recover the rent in advance.	
Para - 4.1.18. Public buildings let to private individuals should not be altered or enlarged at Government expense to suit the tenant and persons occupying public buildings on rent are prohibited from making any alteration even at their own expense, except with the express concurrence of the Divisional Officer in-charge of the building. The fact of any, additions or alterations being made by the tenant, confers no right of ownership on him, nor can the fact of the occupancy having made additions or alterations at his own expense be considered as giving him any claim to a set off against or diminution of rent. These conditions should be entered in the agreement or lease. Where additions and alterations of capital nature have been made to any of the, buildings occupied by private individuals by any special order of competent authority, immediate steps should be taken to revise the rent payable, by the private individual. Otherwise as usual it should be revised on the expiry of five years from the -date of last revision.	4.1.26 No Change
Para - 4.1.19. No public building in the charge of the Departments in-charge of public works may be	4.1.27 No Change



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
occupied as a private residence except under the orders of the Superintending Engineer subject to the provisions of para 4.1.16.	
<p>Para - 4.1.20. Government buildings specifically meant for commercial purposes may be leased on tender basis (such as for running of restaurants etc.) In case the highest acceptable tender is less than the market rent of the building, the approval of the Superintending Engineer should be obtained.</p> <p>Notes: (I) In case of buildings, for which special Rules have been framed by the Government, this rule, does not apply. (II) The concerned Divisional Office may temporarily least out areas earmarked in the project for location of marketing centres with the condition that such temporary least is likely to be terminated as and when the same is otherwise required for the object.</p>	<p>4.1.28 No Change</p>
<p>Para - 4.1.21. On no account any church; chapel, mosque, temple, tomb or any other building devoted to religious use, should be occupied as a dwelling house or for any other purpose; without the consent of the persons interested and the sanction of the Collector of the District. No building or monument of historical or</p>	<p>4.1.29 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
archaeological interests or the lands attached thereto should be used as, residence or for any other purpose without the special approval of Government.(See also paragraph 3.7.11).	
Para -4.1.22. When any public building is, under proper authority, let to a private person, company, club, association, Organisation or local body rent should be determined at the rates prevailing in the locality for similar accommodation owned by private persons but without the special orders of Government the rent charged should not be less than the standard rent calculated in the manner prescribed for Government servants in the Odisha Service Code. Where there is no privately owned building or house in the area comparable to Government owned building the rent of the Government building occupied by private parties should be determined with reference to the standard rent of the building, subject to the condition that the rent recoverable from a private party should not be less than the rent calculated in the manner prescribed in Rule 110 of Odisha Service Code. For this purpose (a) the actual cost of the building and the cost or value of the special services and installations such as sanitary, water-supply and electrical installation etc. are to be	4.1.30 No Change



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>included in the capital cost, (b), the cost of the buildings shall include the cost of land and Departmental charges in force at the time of calculation of rent; (c) further addition for maintenance and repairs and for municipal and other taxes should be made at the rate indicated below :</p> <p>(i) Two per cent of the cost of the building and four and half percent of the cost of the electric, sanitary and water-supply installation on account of ordinary and special maintenance and repairs, and</p> <p>(ii) Municipal and other taxes such as latrine, lighting and holding taxes as per actuals. Besides the above, the private parties occupying Government buildings will have to pay charges for electricity and for consumption of water at the rates as decided by Government from time to time.</p>	
<p>Para - 4.1.23. When any residential building belonging to the State Government is occupied by a private individual, rent should be recovered in advance at the rates to be determined under paragraph 4.1.22 of this Code but without the special permission of the Government the rent charged should not be less than the standard rent</p>	<p>4.1.31 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
calculated in the manner prescribed for Government servants in the Odisha Service Code.	
<p>VII. Taxes</p> <p>Para 4.1.24. (a) Municipal Taxes on Government buildings, other than residences are payable by the Department occupying them and are debitable to that Department. Charges Which are levied as payment for services tenders, e.g. quantity of water or electric current supplied are paid by the occupant.</p> <p>(b)By the provisions of Section 131 of the Odisha Municipal Act of 1950 the latrine tax, the water tax, the lighting tax and the drainage tax are assessed on the annual value of the holding, and by the provisions of Section 141 are payable by the owner. As laid down in Sub-clause(ii) of Clause (b) of Rule III of the OSC the tenant shall pay municipal and other taxes payable by Government in respect of the residence, not being in the nature of property tax. Recovery of such taxes will be made in accordance with the principles as may be decided by Government from time to time.</p> <p>(c) Municipal rates and taxes leviable on residence~ of the Governor will be paid by Govt. and debited to "Maintenance on Repairs".</p> <p>(d) No tax is leviable on buildings in cantonments.</p>	<p>Taken to Manual</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>The case of military buildings in municipal areas is covered by Army Regulations India.</p> <p>(e) The responsibility for the acceptance of the assessment of Govt. building rests With the Divisional Officer in charge of the building, if the building is not borne on the books of the Deptt. charge of, public works, the responsibility rests with the departmental officer concerned. If the assessment appears unduly high, proceedings should be taken to obtain redress under the ordinary municipal law and recourse should only be had to the special provisions of Act XI of 1881 when an amicable (possibly arbitrary) settlement with the local authority has failed, in cases where the property to be assessed is from its nature such as not to admit of the application of the ordinary principles in assessing the payment thereon of any particular tax, e.g., when the assessment is on the letting value and the property is of such a nature that it is difficult to conceive of its being let and impossible to form any estimate of the rent that would be obtained for it if the Government offered to let it.</p> <p>(f) In any case in which a lump sum is paid for a number of buildings in a municipality, the taxes in respect of buildings occupied by a commercial</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Department should be debited to that Department, while those which pertain to buildings occupied by more than one non-commercial civil Deptt. should be charged to "265- other Administrative Services Rent, Rates and Taxes".</p> <p>(g) Payment of taxes by Government Departments to local funds may be made in cash or by book transfer as may be decided by the Accountant General in consultation with the State Government.</p> <p>(h) In cases in which the amount of tax payable to the municipality in respect of a building has to be borne partly by the Government officer occupying the building and partly by Government, the tax will be paid in full by Govt. in the first instance and the amount payable by the officer will be recovered from him by Government.</p>	
<p>VIII. Sanitary, Water-Supply and Electrical Installations</p>	<p>VII. Sanitary, Water-Supply and Electrical Installations</p>
<p>Para - 4.1.25. All works and repairs connected with internal sanitary, water supply and electrical installation to Government buildings executed through the agency of Chief Engineer, (Roads and Buildings) should be carried out by the Public Health and Electricity. Wings of Chief Engineer</p>	<p>4.1.32 No change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>(Roads. and Buildings) respectively.</p> <p>Notes: (I) The Chief Engineer, Public Health Engineering is in charge of the external sanitary and water supply system.</p> <p>(II) The Chief Engineers other than the Chief Engineer (Roads and Buildings) taking up construction. of new buildings for use either for residential) or non-residential purposes or for other purposes in project area should make necessary arrangements both for external and internal services to the buildings, in respect of sanitary and water supply installation and internal installation in respect of electricity.</p> <p>(III) For the construction and maintenance off electric supply system including service connections, the responsibility lies with the Odisha State Electricity Board.</p>	<p>No Change</p> <p>Deleted</p>
<p>IX. Buildings of Historical interest</p> <p>Para - 4.1.26. All buildings and monuments of historical of archaeological interest borne on the books of Department in charge of public works should be carefully attended to and it will be the duty of Divisional Officers to arrange for a systematic annual or even more frequent</p>	<p>VIII. Buildings of Historical interest</p> <p>4.1.33 Buildings and monuments of historical or archaeological interest are under the control of the Department of archaeology. If assistance of PWD is required in any technical matter or execution of any work, it shall be rendered on payment of fee as may be prescribed by the State Government from time to time</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
inspection of the monuments in their Divisions and to keep the Superintending Engineers fully informed as to the condition of those monuments and to prepare estimates for their repairs as and when necessary.	
X. Inspection of Public Buildings	IX. Inspection of Public Buildings
	4.1.34 Every Department shall have register of buildings under their jurisdiction and which shall be updated every 6 months. The inspection of such buildings e.g. office building, rest houses and residential buildings shall be carried out at regular interval by Sectional Officer, Sub-divisional Officer and Divisional Officer and steps to be taken to rectify the defects so noticed.
<p>Para — 4.1.27. The following procedure should be followed with regard to the inspection of all buildings borne on the books of Departments in charge of public works:</p> <p>(a) Each Sectional Officer should maintain a register of inspection of building in the prescribed form for all the buildings in his charge.</p> <p>(b) The Sectional Officer should inspect each and every building in his charge once in every six months. He should record the results of his inspection in the register and promptly bring to the notice of the, Subdivisional Officer, any defect of a serious nature in any particular building. He should also inspect each residential building immediately after it is vacated in order to see that the quarters have been handed over in good</p>	Taken to Manual



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>condition.</p> <p>(c) The Subdivisional Officer will similarly inspect each building in his charge once a year and record the results of his inspection in the register. He will take steps to rectify the defects brought to his notice by the Sectional as Officer well as those discovered by him during the course of his inspection. Subdivisional Officer will also bring to the notice of Divisional Officer concerned, any serious defect in buildings requiring his special attention.</p> <p>(d) The Divisional Officer will inspect all the buildings where serious defects have been brought to his notice and also other important public buildings once a year and make sure that adequate steps have been taken to remedy the defects. The Divisional Officer should bring to the notice of the Superintending Engineer, cases where he has reasons to doubt the structural soundness of any building and the latter will take such action as he considers necessary.</p> <p>(e) The Superintending Engineer should furnish to the Chief Engineer a complete report in the month of February every year, to the effect that all the buildings in the charge of his Circle have been duly inspected by the respective officers as prescribed</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>above and suitable measures taken to preserve them in good condition. He should also bring to notice any specific cases of buildings which he considers structurally unsound and unsafe.</p> <p>(f) The officers responsible for public health and electrical installations should Sincerely inspect the installations according to the times schedule fixed above and furnish reports to their respective superior officers.</p>	
XI. Registers and Plans of Buildings	
(a) Register of Buildings	
<p>Para 4.1.28. Each Superintending Engineer will keep a register (in Schedule XXXVI – Form No. 73) of all buildings in charge of the Department within his Circle and each Divisional Officer a similar register of all the buildings within his Division. In these registers the value of the land comprised in a property will be shown separately from the value of the buildings thereon, the value of each structure being also shown separately. In the case of a purchased property the price paid will be apportioned among the various items comprising the property, e.g., land, main building, servants, quarters, compound well and well etc. The capital value of any portion of the building which is abandoned or dismantled without</p>	Taken to Manual



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>replacement should be written off the total capital value of the building. In respect of residential buildings the capital cost of which is written down for the purpose of assessment of rent under proviso (v)(2) of Rule 109 of the Odisha Service Code, both the actual capital cost and written down capital cost should be shown in the register.</p>	
<p>(b) Plan of Buildings</p>	
<p>Para 4.1.29. In case of buildings and works borne on the registers of the Departments in charge of public works, the Divisional Officer will be held responsible that plans of such buildings are corrected on completion of any alteration. (See para 3.12.5).</p>	
<p>4.2. Residences for Govt. Officials</p>	<p>4.2 Residence for Govt. Officials</p>
<p>I. General</p>	<p>I. General</p>
<p>Para 4.2.1. Residences may be built or purchased by the State Government for public servants: (i) When it is the recognised duty or established custom of the Govt. to provide quarters at Government expense. (ii) When it is necessary on public grounds for the officer to reside in or close to the premises in which his duties have to be performed such as a jail, a police station, a school, a factory, a power</p>	<p>4.2.1 i. A number of Departments provide residences for the use of their officers/officials. The norms regarding built-up area and specifications of such residences will be determined by the R&B Department and got approved from the Government. The norms should be revised periodically. The Departments concerned shall ensure that the Departmental houses are constructed by them as per these approved norms. ii. The Departments shall have rules regarding allotment of houses. It shall be seen that, as far as possible, houses do not lie vacant, but if such a situation arises, procedure laid in para xi will be followed. iii. The unauthorised occupation of houses shall be viewed very seriously. The Supreme Court has also ordered that the State shall not allow anybody to stay in the house without proper authorisation. The</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>house, irrigation works, receiving sub-station sites along the transmission lines, water purification or pumping stations etc.</p> <p>(iii) When it is necessary to provide residence in parts of the country where no civil station or cantonment exists and where, a lengthened term or residence would render camp accommodation unsuitable e.g., buildings along lines of roads or canals or transmission lines, for the housing of official employed on their construction or maintenance.</p> <p>(iv) When it is shown to the satisfaction of the State Government that suitable house accommodation for officers whose appointments are permanents in respect of locality is not available in civil station or cantonment already in existence, or is available only under circumstances which will be likely to place such officers in an undesirable position in relation to house proprietors.</p>	<p>competent authority shall give notice for the vacation of the houses immediately after the officer/official becomes an unauthorized entity (after making allowance for the grace/concession period referred to in para 4.2.4) due to transfer or retirement or change of posting or any other reason and take necessary steps to get the house vacated at the earliest. The case under relevant Odisha Govt. Act shall be filed immediately on completion of two months of unauthorised use unless the occupant has been allowed by the competent authority to over-stay. The officer in-charge of the Department owning the house shall immediately write to his Head of Department to recover penal rent from the defaulter as per rules.</p> <p>iv. To weed out sub-letting of government houses, the allotment authorities shall have periodic and surprise checks conducted. In case of detection of such an instance, not only the house should be got vacated and penal rent levied and collected, the officer/official should also be proceeded against departmentally.</p> <p>v. The officers/officials occupying Government buildings can be of great assistance in averting the imminent danger to a building because they being on the spot are in a better position to notice and report any sign of impending failure, e.g., a crack in a wall or sinking of floor or sagging of roof which may become manifest between the period of inspections by PWD officers/other concerned. It, therefore, becomes the responsibility of all officers/officials occupying Government buildings to bring to the notice of PWD officers/other concerned immediately any unusual defect or signal or mark of distress so that timely action may be taken to attend to the defects.</p> <p>vi. The rent shall be recovered from the occupants of the buildings by the competent authorities as per the rules in force (refer para 4.2.4). Notwithstanding any other provision, intimation of allotment of a house by the designated authority or the House Allotment Committee shall be sent by it to the controlling office of the employee concerned, which will be responsible for recovering the rent from the pay bills of the said employee. The Finance Department shall issue instructions in this regard from time to time and examine revising the same every five years or whenever there is a general pay revision.</p> <p>vii. Out-houses, if any, should be utilised for storage of stationery, old records or any other appropriate purpose. Where this is not possible, these should be let out to members of, Group D establishment and rent recovered from them under the rules in force.</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
	<p>viii. Public buildings let out to private individuals shall not be altered or enlarged at Government expense to suit the needs of the tenant. Persons occupying public buildings on rent are prohibited from making any alterations, even at their own expense, except with the express concurrence of the Divisional Officer and also the authority competent to approve the plans. The fact of any additions or alterations being made by the tenant confers no right of ownership on him nor can the fact of the occupant having made additions or alterations at his own expense be considered as giving him any claim to a set off against or diminution of rent. These conditions shall be entered in the agreement or lease.</p> <p>x. Government servants occupying Government buildings as residences are strictly prohibited from making any kind of additions or alterations therein whether structural, sanitary or electrical, without the express permission of the Divisional Officer and also the authority competent to approve the plans.</p> <p>xi. Every officer occupying a Government residence is expected to leave it in a fit state for occupation by his successor. Except for natural wear and tear to be made good at Government cost, other damages, which can be proved to be due to carelessness on the part of the licensee, shall be recovered from him. Towards this end, the officer in-charge of the building shall arrange to have each residential building inspected immediately after it is vacated.</p> <p>xii. Whenever a residence cannot be allotted to the incumbent of the post to which it is attached or to a Government servant of the class for which it was constructed, it may be let to a Government servant not holding the particular post or not belonging to that class subject to such conditions that may be determined by the Government.</p>
<p>II. Lease of Buildings</p>	<p>II. Lease of Buildings</p>
<p>Para - 4.2.2. (a) Before recommending the construction or purchase of a residence for a Government official, local and Departmental officers should always consider whether the requisite accommodation cannot more conveniently and economically be provided by</p>	<p>4.2.2 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>taking an existing building on lease for such a term and on such conditions as may be appropriate. No such lease can, however, be entered into without the express sanction of the State Government. The present and future incumbents for whom accommodation is leased should pay as rent -</p> <ul style="list-style-type: none">(i) the sum payable to the lessor;(ii) when repairs are executed by Government the estimated annual charges for repair and maintenance; and(iii) if Government are liable to pay municipal taxes, the amount of such taxes. <p>Subject to the maximum of 10 per cent of the emoluments of the occupant or such lower percentage thereof as may be fixed by the State Govt. in respect of cases where Govt. provide accommodation under paragraph 4.2.1. He shall also pay such municipal taxes which by local rule or custom are levied on the occupant in addition to the rent payable to Government.</p> <p>(b) Leases should ordinarily provide that the lessor will execute all structural repairs before the buildings is occupied and will carry out such additions, alterations and repairs as are necessary to render the buildings habitable and suitable for the purpose for which it is required. In the event of</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>any addition or alteration to the building being made subsequent to the signing of the lease at the request of the occupant and at Government expense, to consent of the owner must first be obtained in writing unless the work is considered by the State Government to be essential for sanitary reasons and a written undertaking from the Government servant who requires the addition or alteration is taken to the effect that he will pay increased rent for such additions and alterations as under the following rules:</p> <p>(i) If the lessor agrees to take over the work done on the expiry of the lease and to pay to Government the original cost of the work, less an allowance for deterioration, which should be fixed before the work is done, the occupant will be required to pay the following additional charges.</p> <p>(a) Six per cent the capital cost of the additional work</p> <p>(b) the percentage or amount fixed for deterioration</p> <p>(c) the annual estimated charges for maintenance and repairs of the additional work (if repairs are executed by Govt.).</p> <p>(ii) If the landlord refuses to accept any liability for additional work, the rent payable by the occupant</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>will be increased by a sum sufficient to cover during the period of the lease.</p> <p>(a) the capital sum expended including interest at six per cent.</p> <p>(b) the annual estimated charges for maintenance and repairs of the additional work.</p> <p>The amount to be recovered monthly from the tenant should be fixed when the work is completed and should be distributed equally throughout the remaining period of the lease.</p> <p>In case of (i) the capital cost will be held to be the total expenditure less half the amount which will be recovered on account of deterioration.</p> <p>In case of (ii) the interest will be calculated on the amount of the outlay.</p> <p>(c) Capital expenditure under Sub-clause (ii) of Clause (b) should only be incurred when absolutely necessary, and capital expenditure under of either Sub-clauses should not ordinarily be incurred which will raise the rent of the leased building to an amount in excess of 10per cent of the average emoluments, if any, of the class of official who will usually occupy the buildings.</p> <p>Note: Rule 110 (a) of the Odisha Service Code is supplemented by this. For the definition of</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
emoluments and for application of percentage limit, Rule 111 of the Odisha Service Code may be seen.	
III. Provision of Residences	III. Provision of Residences
<p>Para - 4.2.3. All proposals to construct or purpose of a residential building for a Government servant should be accompanied by a provisional rent statement in the prescribed form. (Form No. 56 of Schedule XXXVI).</p> <p>Similarly, in submitting proposals for the leasing of a residence, full information will be given regarding –</p> <ul style="list-style-type: none">(i) the sum payable to the lessor;(ii) whether all repairs will be executed by him; and if not;(iii) the estimated annual charge for maintenance and repairs if they are to be executed by Government.(iv) the amount of municipal taxes when payable by Government.(v) the standard rent of the residence as calculated according to paragraph 4.2.2. above; and(vi) the average emoluments of the officer for whom the residence is proposed and the	<p>4.2.3 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
maximum rent recoverable from him.	
Para - 4.2.4. The Rules regulating the provision of residences for Government official are laid down in the Fundamental Rules 45,45-A and 45-C and in the Supplementary Rules thereunder in respect of officers of All India Services and in Rules 104 to 115of the Odisha Service Code in respect of all other Govt. servants under the administrative control of the State Govt.	4.2.4 No change
Para – 4.2.5. The subletting of an official residence may be permitted under the following conditions - (i) the sub-let should be to a tenant approved by the Superintending Engineer concerned as representative of Govt; (ii) the officer will still remain personally responsible for the rent for any damage caused to the building beyond fair wear and tear; (iii) the rent to be charged by the officer on his tenant should not under any circumstances, exceed the rent paid by the officer to Govt.; and (iv) Sub-tenancy should continue only for so long as the officer who makes the arrangement holds the appointment for which the official residence is provided and continues to occupy the residence. Note: Rule III (a) (II), (4) and (5) of the Odisha	4.2.5 No change



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
Service Code should be compared and Service Rule 5 under the Fundamental Rules 45 may be seen.	
<p>Para - 4.2.6. For the purpose of the Capital and Revenue Account wherever required Govt. buildings intended for occupation as residences by Govt. officials and others will divided into two classes:</p> <p>Class - I Buildings which will ordinarily be occupied by Government servants liable to pay the full standard rent subject to the limit of a prescribed maximum percentage of their emoluments.</p> <p>Class - II Buildings from which the recovery of full standard rent is not expected, that is, buildings which will ordinarily be occupied by Government servants who are entitled to rent free accommodation or at reduced rate of rents under the Fundamental. Rule 45-A (v) or Rule 112 (i) and of the Odisha Service Code.</p> <p>Note: The fact that a building of Class-I is occasionally occupied by a tenant who is entitled to rent free accommodation or at reduced rates will not justify its removal from Class-I to Class-II and vice versa; a building in Class-II should not be transferred to Class-I whenever it is occupied by a tenant who may be required to pay rent. Building should be transferred from one class to the other</p>	<p>4.2.6 Govt. buildings intended for occupation as residences by Govt. officials and others will be divided into two classes:</p> <p>No Change</p> <p>No Change</p> <p>No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>only when there is a permanent change in the conditions under which they will ordinarily be rented. Transfers should be made only under the orders the State Government and should have effect in all cases from the commencement of a financial year.</p>	
<p>Para 4.2.7. Residences of any specified class may, if the State Government to direct, be omitted from the Capital and Revenue Accounts whenever such account is maintained. All other residential building including buildings which are occupied partly as office buildings will be included whether they were acquired or constructed at State Government expense or only leased for use as residences.</p> <p>Ordinarily, residences falling under the following categories may be excluded from the Capital and Revenue Accounts:</p> <p>(i) residences for use of the Governor;</p> <p>(ii) buildings which are situated within the precincts of jails, hospitals, police lines, tehsils, educational institutions, provided that they are allotted rent free under the orders of Government to Government servants. who are required to occupy particular houses in order to ensure the proper performance of their duties;</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>(iii) buildings which are not intended to be used as regular residences, e.g., dakhungalows, rest houses, circuit houses, inspection bungalows and other buildings of like nature; and</p> <p>(iv) petty buildings the cost of which does not exceed Rs. 5,000 or any other limit which may be prescribed by Government.</p>	
<p>Para — 4.2.8. A building should be brought on to the Capital and Revenue Accounts in the official year following that in which any of the events enumerated below has taken place, but if the event takes place on the 1st April the building should be brought on to the accounts of the same year:</p> <p>(a) its acquisition or construction was completed, or</p> <p>(b) it was leased, or</p> <p>(c) being a building already in existence it was first brought into use as a residence.</p>	Deleted
<p>Para — 4.2.9. When under the rules of the State Government a number of residences in a particular area or of a particular class or classes is grouped for the purpose of assessment of rent, the collective results of all such buildings should also be brought out in the accounts.</p>	Deleted
<p>Para - 4.2.10. In the case of houses purchased by</p>	<p>4.2.7 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Government, the capital cost will be the price actually paid for the property together with the amount of the works outlay incurred by Government in altering, restoring or improving the building. When there is no record of the actual price paid by Government for any building, its present value should be estimated by the Divisional Officer of the Division and approved by the Superintending Engineer and this estimate should be taken as the capital cost.</p>	
<p>Para 4.2.11. The average annual cost of maintenance and repairs will consist of two parts, special and ordinary charges— (i) Special charges will be those incurred in the renewal of floors or roofs; or on other special repairs or replacements occurring at long intervals. Provision for such charges should be made in the form of a percentage on the capital cost of each building, which will vary for different classes of buildings and will, in the first instance, be fixed for each class by the Chief Engineer. When repairs are necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other calamity, the cost of such special repairs should be shown separately in the Capital and Revenue Accounts under revenue charges during the year, and should</p>	<p>Covered in Chapter 3</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>not be included in the total charges or taken into account as a basis for the revision of the rent.</p> <p>Note: The cost of replacements or additions which really represent an increase in the value of a building will, to the extent of such increase, be chargeable to the capital cost of the building, the balance only being chargeable to special repairs. [See paragraph 3.1.2.(a)].</p> <p>(ii) Ordinary charges will include the cost of ordinary annual repairs together with a proportional share of the expenditure that may be required quadrennially or at other short intervals. The amount of these charges will be estimated by the Divisional Officer and approved by the Superintending Engineer. Ordinary charges will also include the share of municipal taxes payable by Government. Municipal taxes which by local rule or custom are levied on the occupant will be payable by the occupant under paragraph 4.1.24 in addition to the rent payable to Government under these rules.</p> <p>In estimating the average annual charges for maintenance, no percentage will be added on account of establishment or tools and plant, and the estimated annual cost of maintenance will be subject to reconsideration when necessary.</p>	



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Para - 4.2.12. When a building is occupied partly as a residence and partly as an office for which no rent is paid, the capital value of the portion occupied as a residence should be separately estimated, for the purpose of assessment of tent. The cost of maintenance of the residential portion should also be separately estimated and accounted for.</p> <p>Note: When (a) separate office accommodation is provided for the occupant and (b) the use of part of his residence for office or business purposes is optional, no deduction from the rent is permissible on this account.</p>	<p>4.2.8 No Change</p>
<p>Para - 4.2.13. Renewals of a building or of its subsidiary works such as out houses, drains, culverts etc. or new construction such as retaining walls, necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other calamity will be chargeable to the capital cost, but on completion, the State Government will decide what amount should be written, off the original capital cost. When a portion of a building is required to be dismantled to make room for alterations or additions, the capital value of the dismantled portion should be dealt with under paragraph 3.1.3.</p>	<p>4.2.9 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>Para - 4.2.14. When a building is rendered uninhabitable by reason of extensive repairs being in progress, or from any other cause, partial or total remission of rent may be sanctioned by the State Govt., on the recommendation of the Chief Engineer concerned provided that the occupant at once reports the circumstances to the Divisional Officer. The Divisional Officer will at once inspect the building or, where this is not possible, will depute a responsible officer to do so, and will submit a full report of the inspection to the Superintending Engineer, who will take action as considered necessary, and will then submit the case with his recommendations to the Chief Engineer. Special responsibility for avoiding delay attaches to cases in which an incoming tenant refuses to enter into occupation on the plea that write washing or repairs are necessary before he can do so. Inconvenience caused by petty or ordinary annual repairs is insufficient to warrant remission of rent, which should be granted only when extensive structural repair justifying in the opinion of the State Govt. the vacation of the building, are carried out.</p>	<p>4.2.10 When a building is rendered uninhabitable by reason of extensive repairs the Divisional Officer will at once inspect the building and declare the building “Unfit for occupation”. Present tenant shall vacate the building immediately.</p>
<p>Para 4.2.15. At stations where, owing to excess</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>of accommodation or to other special circumstances, rent must unavoidable by assessed with reference solely to prevailing rates, special assessments may be made by the State Government except in the case of buildings, which have been constructed, purchased or leased as residences for officers holding particular appointments and which are occupied by the incumbents of such appointments. In the case of such buildings, reduced assessment should not ordinarily be made.</p>	
<p>Para - 4.2.16. When a public functionary, not entitled to rent-free quarters, occupies a portion of his public office as a dwelling, the Divisional Officer, or officer in charge of collection of rent shall be authorised to claim rent calculated under paragraph 4.2.12.</p>	<p>4.2.11 No Change</p>
<p>IV. Procedure in the Cast of Applications for Reduction of Rent</p>	<p>IV. Procedure in the Cast of Applications for Reduction of Rent</p>
<p>Para - 4.2.17. All applications for sanctions to reduce the rents of Government buildings occupied as residences below the amounts which should be charged under the foregoing rules must be accompanied by a tubular form in which should be shown the under mentioned particulars - (i) Value of building and site.</p>	<p>4.2.12 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>(ii) Average annual charges for maintenance, (a) Special, and (b) Ordinary (iii) Rent assessed according to rules. (iv) Proportion of total area occupied by office (if any). (v) Deduction on account of office rent (if any) (vi) Rent that would be payable by occupant. (vii) Rent that is proposed. (viii) Average emoluments of the occupant. (ix) Market rate for similar accommodation in the same station(to be given as far as practicable). (x) Average rent chargeable under these rules for other Government buildings with as nearly as may be, similar accommodation (to be given as far as practicable).</p>	
<p>Para - 4.2.18. In all cases in which it is proposed to exempt an officer from the payment of rent, the under mentioned particulars should invariably accompany the application: (i) Actual or estimated value of the house and site. (ii) Rent chargeable under the rules. (iii) Emoluments of the official recommended for the grant of free quarters. (iv) Date from which it is proposed to grant the privilege of free quarters.</p>	<p>4.2.13 No Change</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
(v) Specific grounds on which the concession is recommended.	
<p>Para – 4.2.19. Whenever a house in occupied free of rent or at a reduced rent by any Government official, the authority under which the exemption or reduction is made should, in every case, be communicated to the Accountant General in order that he may enter it in the Capital and Revenue Accounts of quarters if submission of such account to the Accountant General, Odisha is in force.</p> <p>Note: Vide works Department letter No. 17847 (5) dt. 18.8.1969, the Govt. has dispensed with the preparation of capital and Revenue Account.</p>	Deleted
V. Periodical Review of Concessions	V. Periodical Review of Concessions
<p>Para - 4.2.20. In cases in which the grant of free quarters or of quarters at reduced rents has been sanctioned. Heads of Departments and the Chief Engineers may, should such concession appear to them for any reason to be no longer necessary, review such cases and recommend to Government the withdrawal of the concessions accompanied by data statements for sanction to the recovery of rent.</p>	<p>4.2.14 Head of Concerned Department and the Chief Engineer shall review as and when the situation arises the concession granted of free quarters or of quarters at reduced rates and recommend to the Government for withdrawal of the concession.</p>
<p>Para - 4.2.21. The practice of allowing public officers and others to occupy Government buildings rent-free, on the conditions of keeping</p>	<p>4.2.15 Allowing rent free occupation of Government to public officers and others on the conditions of repairing them at occupants cost is prohibited.</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
<p>them in repair, is prohibited. A rent fixed with reference to the value of the property should, in all cases, be demanded, and there pairs should be executed through the agency of the Departments in charge of the concerned building.</p> <p>Note: This rule does not include to prevent the State Government from exercising its discretion with regard to the transfer of Government buildings to local bodies on terms that will ensure such buildings being kept in proper repair and also to secure re-entry after proper notice.</p>	<p>No Change</p>
<p>VI. Miscellaneous</p> <p>Para - 4.2.22. A tenant, who is in receipt of pension from Government should be treated as a private individual for the purpose of these rules. But if he desires to make payments by deductions from his pension, recoveries from him may be made through the Treasury Officer or other disbursing Officer' concerned, on the pensioner's furnishing the Divisional Officer with a written request authorising such deduction. This authority should be transmitted to the Treasury or Disbursing Officer with the first demand.</p>	<p>VI. Miscellaneous</p> <p>4.2.16 A tenant, who is in receipt of pension from Government should be treated as a private individual for the purpose of these rules.</p>
<p>Para - 4.3.23. Where rent is recoverable in cash, a bill in suitable form should be sent to the tenant on or before the last day of each month. The</p>	<p>Deleted</p>



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
tenant should required to pay the rent before the expiry of the following month.	
Para -4.2.24. If a Government servant vacates his quarters before the last day of a month, owing-to his departure on transfer, leave or retirement, he must forthwith report the date of vacating the quarters to the Divisional Officer. The demand for rent for the broken period should be made at once in order that the amount may be entered, in the last pay certificate in the case of officers transferred within the same audit circle or proceeding-on leave in India. In cases in which an officer is paid up to the day of making over charge, i.e., when retiring, proceeding to another audit circle or taking leave out of India, the Treasury Officer should take steps, to see that the rent for broken period is deducted from the officer's last pay bill.	4.2.17 No Change
Para - 4.2.25. Except as provided otherwise, pending orders on a representation against the Divisional Officer's assessment, the amount assessed must be paid by the tenants on demand. Should the representation prove successful, the excess amount charged should be adjusted as soon as orders are issued, by a reduction in the assessment of subsequent month, or if this is not	4.2.18 No Change



Existing As IS Provision (Chapter 4: Public Buildings)	Suggested Provision (Chapter 4: Public Buildings)
practicable or convenient, by an actual repayment.	



CHAPTER 5
MISCELLANEOUS RULES



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
	<h2 style="color: blue;">5 MISCELLANEOUS RULES</h2>
<p>5.1 Initial Records of Accounts</p> <p>Para - 5.1.1. The initial records upon which the accounts of works are based are :- (a) The Muster Roll including casual labour roll. (b) The Measurement Book. (c) The work-charged establishment bills. (d) The log book of machinery.</p> <p>For works done by daily labour, the Muster Roll will show the work done and the amount payable on this account. For the piece work and for contract work generally the Measurement Book will form the basis of account. For work done by work-charged establishment, the bills will indicate the amount paid to work-charged establishment relating to a particular work. From the log books of machinery (in case of Departmental execution of a work or part of a work) the extract of the log book will indicate the hire charges debitable to the account of the concerned work.</p>	<p>5.1 Initial Records of Accounts</p> <p>5.1.1 The initial records of accounts of works are as under:</p> <ol style="list-style-type: none"> The Muster Roll; The Measurement Book; and The Machinery Log Book. <p style="color: blue;">For works done by daily labour, the Muster Roll will show the work done and the amount payable on this account. For the piecework and for contract work generally the Measurement Book will form the basis of account. From the log books of machinery (in case of Departmental execution of a work or part of a work) the extract of the log book will indicate the hire charges debitable to the account of the concerned work.</p>
<p>Note: In respect of materials received in-the store for stock, the detailed count or measurement or weightment should be kept in the Goods Received Sheets (C.P.W.A. Code; Form 8-A) and these sheets should be treated as very important account</p>	<p>Note: No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>records. The instructions regarding making of entries in the Measurement Book apply <i>mutas-mutandis</i> to the entries to be recorded in the Goods Received Sheets as well as for goods purchased for specific works debited to 'Suspense Stock' of the works concerned.</p>	
<p>I. Muster Roll (Nominal Muster Roll)</p>	<p>I. Muster Roll</p>
<p>Para - 5.1.2. The Nominal Muster Roll (Schedule XLVI: Form No. 132) is the initial record of the labour employed each day on a work and must be written up daily by a subordinate in charge of the work. (See Appendix XIV for maintenance of Muster Roll).</p>	<p>5.1.2 The Muster Roll/ Casual Labour Roll Forms (schedule form no 132) constitute the initial record of the labour employed each day on a work. For work done by daily labour, the sub-divisional staff deputed for the work will prepare a muster roll or casual labour roll recording the quantum of work done and amount payable. For the Muster Roll Rules and Procedures Chapter 5 of the Manual Shall be referred to.</p>
<p>II. Measurement Books</p>	<p>II. Measurement Books</p>
<p>Para - 5.1.3. The Measurement Book must be looked upon as a very important record, since it is the basis of all accounts of quantities, whether of work done by daily labour or by the piece work or by contract or of materials received, which have to be counted or measured. The description of the work must be lucid so as to admit of easy identification and check. Detailed measurements may be dispensed with in the case of periodical repairs when the quantities are recorded in efficiently maintained standard Measurement Books.</p>	<p>5.1.3 The Measurement Book (MB) is the most important record, since it is the basis of all accounts of quantities, of works done by daily labour employed departmentally or by the piece work or by contractor or of materials received. The description of work to be recorded in MB must be clear for easy identification of check. Detailed measurements may be dispensed with in the case of periodical repairs when the quantities are recorded in the Standard MBs. Detailed measurements must invariably be taken in respect of additions and alterations. The payment made to contractor for all works done otherwise than by daily labour and supplies received or the services carried out should be made as per measurements recorded in the MB in Form 23. The pages of each MB are to be machine numbered. These are to be maintained very carefully and accurately as they form the basis of payment/accounts and they may have to be produced as evidence in a court of law, if and when required. All measurements should be neatly taken down with indelible ink in a MB issued for the</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Similarly, detailed measurements may be dispensed with in connection with works done on lump sum contracts, if a responsible officer (not below the rank of a Subdivisional Officer) certifies in the bill that by a rough measurement, he has satisfied himself that the value of the work done is not less than a specified amount in conformity with the contract agreement and that, with the exception of authorised additions and alterations, the work has been done according to the prescribed specifications. Detailed measurements must invariably be taken in respect of additions and alterations.</p> <p>Note: See Chapter II of C.P.W.A. Code.</p>	<p>purpose and nowhere else. For works costing Rs. 15 lacs and above, the conventional MBs may be replaced with a bound volume of computerized measurements. JE/AE/SOs are responsible for the safe custody of MBs. The Register of MBs shall be maintained in Division as well as subdivision office to watch the movement of MBs. Deleted</p> <p>No Change</p> <p>Note: No Change</p>
<p>Para - 5.1.4. When a Measurement Book is lost, an immediate report should be made of the facts of the case and this report must be promptly forwarded to Government together with the explanation of all parties concerned or responsible</p>	<p>5.1.4 When a Measurement Book is lost, an FIR should be lodged with the police by the concerned Junior Engineer or Sub-Divisional Officer. An immediate report of the facts of the case together with an explanation of all concerned responsible for the loss should also be made promptly to the Chief Engineer by the Divisional Officer, who is empowered to sanction the write off of the lost Measurement Books. In case of theft or loss of a blank Measurement Book, the Superintending Engineer shall be competent authority to</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>for the loss.</p> <p>Immediate steps should also be taken to reconstruct the lost Measurement Book from the records available, if any, viz, previous bills. If this is not possible fresh measurement of works done should be taken immediately.</p>	<p>write off of the loss. Proforma for write off of lost MB's shall be as per Annexure 5.1 of the manual. In all cases of loss of MB the probability of foul play and complicity of Department officers be examined and disciplinary action taken wherever necessary.</p> <p>No Change</p>
<p>Para - 5.1.5. Subdivisional Officers should be required to submit the Measurement Books in use to the Divisional office from time to time so that at least once a year, the entries recorded in each book may be subjected to a percentage check by the Divisional Account under the supervision of the Divisional Officer.</p>	<p>5.1.5 The Measurement Books shall be reviewed by Divisional Accountant under the supervision of the Divisional Officer. The Sub-Divisional Officers are required to submit the Measurement Books in use in the Sub-Divisions to the Divisional Office, from time to time, so that at least once a year the entries recorded in each of the Books are subjected to a percentage check. The Divisional Officer should ensure that this annual review is conducted regularly every year.</p>
<p>Note: For detailed instructions see Appendix XV.</p>	<p>Note: For detailed instructions see Manual</p>
<p>5.2. Custody of Cash</p>	<p>5.2 Custody of Cash</p>
<p>I. General</p>	<p>I. General</p>
<p>Para - 5.2.1. Public money in the custody of the Department should be kept in strong iron or steel chest and secured by two locks of different patterns. Whenever a cashier is attached to a Division or Subdivision, the key of one of the locks of the chest will necessarily be kept in his</p>	<p>5.2.1 Public money of the transactions of Division or Sub-Division of OPWD should be kept in the strong iron or steel chest, placed securely in the office chamber of the Divisional Officer or the Sub-Divisional Officer and secured by two locks of different patterns. Key of one lock should be kept with the Divisional Officer or Sub-Divisional Officer and key of another lock should be kept with the Cashier. The Chest should only be opened in the presence of both the custodian.</p> <p>The duplicate keys of the chest should be placed in separate sealed cover and lodged custody of nearest</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>possession and the key of the other lock shall be kept with the Divisional Officer or the Subdivisional Officer. The chest should never be opened unless both the custodians are Present. The duplicate keys of the Divisional or Subdivisional cash chest should be placed in the custody of the nearest Treasury Officer in the jurisdiction of the Division concerned, under the seal of Divisional Officer or Subdivisional Officer. A duplicate key register should be maintained in the form prescribed and once a year, in the month of April, the keys should be sent for, examined and returned under fresh seal, a note being made in the register to the effect that they have been found correct. When there is a police guard, the <i>Havildar</i> or other officer of the guard should always be present when a treasury chest is opened and until it is again locked.</p>	<p>treasury officer in the jurisdiction of with the relevant branch of the accredited bank. A duplicate key register should be maintained and in the month of April every year the keys should be sent for, examined and returned under fresh seal, a note being made in the register to the effect that they have been found correct.</p>
<p>II. Responsibility of Government Para — 5.2.2. Gazetted Government in charge of public works, who are stationed at places where there are no treasuries, may utilise the services of treasury guards, if any, attached to their offices, for encasement of bills relating to their personal, claims and Government will accept responsibility for any loss caused by the act of the guard, if the</p>	<p>Deleted</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
Gazetted Govt. Servant is not at the station where money is drawn.	
Note: This is an exception to the general rule that Government takes no responsibility for any fraud or misrepresentation with regard to money or cheque or bills, handover to a messenger.	Deleted
5.3. Cashiers	5.3 Cashiers
<p>Para - 5.3.1. Save where a post of cashier for a Division is specifically sanctioned, one of the Upper Division Clerks working in a Divisional Office kept in charge of the cash is called Cashier. Cashiers and others subordinates of the Department, whether appointed permanently or temporarily and entrusted with the custody of cash or holding charge thereof, must furnish, security, the amount being regulated according to the provisions in Appendix XVI of this Code except in case where they are regulated by any general or special orders of the State Government. The Superintending Engineer will regulate the realisation of security according to the rules set forth in the above appendix.</p>	<p>5.3.1 Cashier shall be appointed and shall be entrusted with the custody of cash. Where a post of cashier for a Division is specifically sanctioned, one of the Upper Division Clerks of the Divisional Office shall be designated as Cashier to be in charge of the cash.</p>
<p>Note: Government money, while on transit in normal circumstances and for it's safeguard, the following are the minimum precautions that should be observed by all officers, But, in</p>	<p>Note: For transit of Cash above Rs 5 lac armed security guards shall be arranged. For transit of cash less than 5 lac suitable security arrangement shall be made to safeguard the Government money.</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>abnormal cases, for example, disturbed conditions or where money has to be transferred to long distances, for additional precaution, the officers will use their, discretion and own judgment, as may be necessary.</p> <p>(i) For sums below Rs. 500, a single permanent peon may be employed. (Cashier where there is no permanent peon).</p> <p>(ii) For sums between Rs.500 and Rs. 5,000 a permanent clerk accompanied by a peon should be employed. (Cashier if there is no permanent clerk).</p> <p>(iii) For sums between Rs. 5,000 and Rs. 20,000, two clerks or the, Divisional Head Clerks. In case of circle and Chief Engineer's office, Head Clerk of the Superintending Engineer's Office or the Superintendent of the Chief Engineer's office accompanied by one or two peons should be employed.</p> <p>(iv) For sums above Rs. 20,000 special arrangements should be made for escorting money invariably by armed police from the bank or Treasury.</p> <p>(v) Similar arrangements should be made while remitting money from one office to another or Treasury.</p>	
Para - 5.3.2. The Divisional Officer/Sub-Divisional	5.3.2 No Change



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Officer will count the cash in the hands of cashier or cashiers at least once a month. In the case of outstations, the Divisional Officer/the Subdivisional Officer will count it whenever he may visit them. He will on such occasions record a note, in the Cash Book in his own hand showing the date of examination and the amount (in words) found on verification. In this connection the provisions of Chapter 6 of G.P.W.A. Code should be strictly followed.</p>	
<p>No provision in existing Code</p>	<p>5.3.3 The accounts function of the Engineering Department shall be fully computerised. The software like integrated Financial Management System (IFMS) and Works Accounts Management Information System (WAMIS) use for online budget distribution, work expenditure, e-receipts, booking of expenditure, preparation of monthly accounts and account at the end of financial year in March shall be fully computerised. Electronic payment to Contractor and staff shall be made fully operational in all Engineering Departments engaged in public works.</p>
<p>5.4. Stores</p>	<p>5.4 Stores</p>
<p>I. General</p>	<p>I. General</p>
<p>Para - 5.4.1. The stores of the Departments in charge of public Works are divided into the following classes: (i) Stock of General Stores. (ii) Tools and Plants. (iii) Road Metal. (iv) Materials charged directed to works. Unless there are orders to the contrary, the officer</p>	<p>5.4.1 The stores procured and maintained for the works of OPWD are divided into following classes: i. Tools and Plants; ii. Material charged directed to works. iii. Surveying & Mathematical Instrument OPWD shall computerize the management of stores, including their receipts, issues and balances.</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>in charge of a Subdivision will be responsible for all the stores belonging to it.</p> <p>Subject to the overall responsibility of the Subdivisional Officer, the Sectional Officer will be responsible for all the stores belonging to the Section.</p> <p>Junior Engineers and Assistant Engineers, Storekeepers and other subordinates of the Department, whether appointed permanently or temporarily or borne On work charged establishment and entrusted with the custody of stores or holding charge thereof, must furnish security, the amount being regulated according to the provisions in Appendix XVI of this Code, except in cases where they are regulated by any general or special orders of the State Government. The Superintending Engineer will regulated the realisation of security according to the rules set forth in the above appendix.</p> <p>(Substituted by Works Deptt. O.M. No. 27713, Dt. 29.10.87)</p>	<p>Subject to the overall Control of the Sub-Divisional Officer, the Sectional Officer/Junior Engineer will be responsible for all the stores belonging to the section.</p> <p>Deleted</p>
<p>Notes: (I) Articles required for any work, a contractor should not be allowed to take direct delivery of the same from the firm, as is may lead to fraud.</p> <p>(II) 'Tools and plant' also include furniture and</p>	<p>Deleted</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>other fixtures like air coolers, air conditioners, water coolers, etc. provided by the Deptt. in charge of public works by charging the cost thereof direct to the work if they fall under the category of special T. & P. contemplated in Para, 7.3.1. (b) of Central Public Works Accounts Code. (III) Appendix XVII may be seen for rules for fixation of hire charges for machinery and vehicles.</p>	
<p>Para - 5.4.2. (a) The Divisional Officer is responsible that necessary arrangement are made throughout his Division for the proper custody and management of public stores. (b) He should see that proper storage accommodation is provided for different types of stores. He must take proper precaution to prevent the loss of public stores by fire, accident, theft or deterioration. (c) He must take care to keep all the tools and plant in working orders. (d) The Divisional Officer should see that the stores procured earlier are used first so that deterioration can be avoided. Special care should be taken to prevent deterioration of cement bags. (e) The Divisional Officer should review the stores position periodically and take steps to dispose of surplus stores by transfer or sale, as the case</p>	<p>5.4.2 a. The Divisional officer is overall responsible for ensuring that proper arrangements are made throughout his Division for arrangement of space, godown for storage and safe custody of stores consistent with their value. Depending on the importance of the store, Sub –Divisional Officer or Junior Engineer will be put in charge of the store. Necessary watch & ward arrangements shall be made for all categories of stores. b. Junior Engineer shall be directly responsible for the receipt, issue and safe custody of work stores and he shall exercise strict control and vigilance over it. c. The Divisional Officer should ensure that the stores/materials are procured strictly in accordance with the requirements of the works and shall see that the store procured earlier are used first so that deterioration can be avoided. d. No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
maybe.	
<p>Para - 5.4.3. Every officer is bound to take charge of Departmental stores which, from the death or departure of the person lately in charge, or from any other cause, may be left at or near his station without adequate protection.</p>	<p>5.4.3 Concerned officer is bound to discharge the duties assigned.</p>
<p>II. Acquisition of Stores Including Tools and Plant</p>	<p>II. Acquisition of Stores Including Tools and Plant</p>
<p>Para - 5.4.4. The general rules for the procurement of articles required for public workers as laid down in Appendix VI should be followed, Procurement of stores must be made in the most economical manner in accordance with definite requirement or works. In assessing such requirements care should be taken to take into account the work load of the Division, actual requirement of material for the works, the existing stock of materials already in hand and the fresh procurement which is necessary.</p>	<p>Deleted</p>
<p>Para - 5.4.5. The article classified under Tools and Plant can only be purchased or manufactured on estimates sanctioned by competent authority.</p>	<p>5.4.4 The Tools and plant of a Division are further divided into following classes:</p> <ul style="list-style-type: none"> a. General or ordinary tools and plants, i.e. those required for the general use of the Division; b. Special tools and plant, i.e. those required for a specific work. <p>Ordinary tools and plants required for the general use of the Division costing more than Rs. 10,000/-shall be purchased against the sanctioned estimates. Estimates are not required for purchasing T&P costing less than Rs. 10,000/-. Powers of the officers for purchase of T&P shall be in accordance with time to time direction/amendment by administrative Department in concurrence with finance Department.</p> <p>The purchase of motorcars ,motor vehicles, jeeps, trucks, plant and machinery shall be regulated by the</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Notes: (I) Furniture along with cycle required for office use or for use by the officers of the Department in charge of Public Works will not form part of tools and plant. They will be chargeable to office expenses and their purchase is regulated by the normal rules laid down in the Odisha General Financial Rules and other circulars issued by the Govt. from time to time.</p> <p>(II) Furniture required for Inspection Bungalows or residences to be furnished by the Department will, however form part of the register of Tools and Plant and are chargeable to 'Furnishings'.</p> <p>(III) It is the responsibility of the concerned head of office, i.e., the Superintending Engineer or the Chief Engineer that for maintaining the register for tools and plant brought on transfer from the Divisional office for use in his office a responsible officer should be entrusted with the work.</p> <p>(IV) The proposal for reserve stock limit shall be furnished at the beginning of each financial year supported by the data, viz. actual receipts and issues under sub-head of stock during the preceding three years, requirements for the current year with reference to work load etc.</p>	<p>procedure prescribed by the Finance Department, Government of Odisha, and /or special orders issued by the State Government.</p> <p>Note: i. No Change</p> <p>ii. No Change</p> <p>iii. Ordinarily, the materials should be purchased only for the works in progress and no reserve stock should be kept, except with the specific sanction of and to a monetary limit approved by CE.</p> <p>iv. No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
III. Stock-taking	
Para 5.4.6. Divisional Officers are to have stock taken throughout their Divisions at least once a year.	Deleted
Para 5.4.7. It is not necessary that all the stores of a Division or even of a Subdivision should be checked and counted at the same time, and the stock taking may be arranged so as to go on gradually in the manner most convenient to the officers concerned. It is however, essential that the greatest possible precision and accuracy should be maintained in the store returns, and the Divisional Officer should make such arrangements as are calculated to secure this result and Superintending Engineers are responsible that this is done. The dates on which articles are taken stock of are to be entered in the store returns. When the stock of an article is scattered in a Subdivision it may not be possible to test the aggregate book balance of any article for the Subdivision by an actual verification of all the stocks of it at the same time. In such cases, the various stocks of each article in charge of Sectional Officer should, as far as possible, be verified at or about the same time.	Deleted



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Para — 5.4.8. Important stores should, as a rule be counted by a member of the engineering establishment, but this duty may be trusted to a Subordinate handling the receipts and issued of stock in a Subdivision, The Superintending Engineer, when he thinks proper, may depute an officer from one Division to aid in the stock taking of another. Whenever it is possible verification should be entrusted to an officer independent of and unconnected with the staff responsible for the custody of the stores and it should also include a certain amount of surprise check.</p>	Deleted
<p>Para — 5.4.9. All articles of stock (excluding tools and plant) which are not likely to be required during the following twelve months, should be reported to the Divisional Officer who will, if necessary, take the Superintending Engineer's orders as to their disposal.</p>	Deleted
<p>Para — 5.4.10. The procedure for verification outlined in the foreign rules is suitable primarily for Divisions executing ordinary works. In the cases of special stores, depots or Divisions, or of construction Divisions where there may be a large concentration of stores, more frequent verification of stores should be arranged in addition to the prescribed Periodical verification.</p>	Deleted



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
Note: The detailed procedure for verification of stores is laid down Appendix XVIII.	Deleted
Para — 5.4.11. The results of all verifications of stock should be reported to the Divisional Officer for orders, but as soon as a discrepancy is noticed the book balance must be set right by the verifying officer with a suitable remark.	Deleted
Para — 5.4.12. The Divisional Officer should report to the Superintending Engineer, Chief Engineer, Government, Accountant General and Senior Deputy Accountant General (Works), the fact of completion of the verification of stores at the close of every financial year.	Deleted
IV. Disposal of Stores	IV. Disposal of Stores
(a) Loss of Stores	A. Loss of Stores
Para - 5.4.13. The Divisional Officer should in case of theft, loss or destruction by fire or otherwise of public stores submit a report to the Superintending Engineer who will, if necessary, report the matter to the Chief Engineer for orders. Simultaneously, report should be made to audit of all losses involving an amount in excess Rs. 500 in each case. In case of serious losses, the Divisional Officer should hold a departmental enquiry and record the evidence and his findings as regards responsibility and culpability of the persons	5.4.5 Losses of stores by theft, robbery, destruction by fire, fraud, negligence or any other cause shall be reported by the Sub-Divisional Officer/ Junior Engineer as the case may be to the Divisional Officer and the superintending Engineer. SE shall inform suitably to CE and EIC.



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>concerned. A copy of the report should also be sent to the officer competent to write off loss.</p>	
<p>Note: Losses arising out of ordinary depreciation need not, however, separately be reported to audit.</p>	No Change
<p>Para - 5.4.14. An immediate report of the loss of stores must also be made to the police and prompt and proper steps should be taken for the recovery of the property. When an enquiry is held either by the police authorities or others, the Divisional Officer must obtain and forward as soon as possible, to the Superintending Engineer a copy of the report.</p>	5.4.6 No Change
<p>No provision in existing OPWD Code</p>	<p>5.4.7 In the case of serious losses costing Rs 10,000 and above, the Divisional Officer should also hold a Departmental enquiry, and record evidence and findings thereon, including findings as regards responsibility and culpability of the persons concerned.</p>
	<p>5.4.8 The loss may be written off as per the delegation of powers. The write-off order shall be subject to the following:</p> <ul style="list-style-type: none"> a. In case where FIR has been lodged with the police, “no-trace” report is available; b. The loss does not disclose a defect of system; c. There has not been any serious negligence on the part of some individual officer.
<p>(b) Sale of Stores</p>	
<p>(i) General</p>	



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Para – 5.4.15. Stock materials when sold to other Departments or public undertakings, 10 per cent supervision charges should be realised, in addition to the value of stock including storage charges in all cases. The supervision charges may, however, be waived by the Superintending Engineer, if in his opinion the stock would, otherwise be unsalable.</p>	<p>Deleted</p>
<p>Notes : (I) For issue of materials from one division to another Division under any wing of Public Works in the state; no Supervision Charges are leviable.</p> <p>(II) For sale of tools, plant and machinery to other Departments and Public undertakings etc., supervision charges are leviable.</p>	<p>Deleted</p>
<p>(ii) Surplus and Unserviceable Stores</p>	<p>B. Surplus and Unserviceable Stores</p>
<p>Para - 5.4.16. (a) At the end of each financial year lists of surplus stores, if any, should be prepared by the Divisions of the respective wing and circulated to all the Divisions under the particulars Chief Engineer-and to all the Superintending Engineers of other branches of public works in the State.</p> <p>(b) It will be the duty of the Divisional Officers and the Superintending Engineers to see that all the articles shown in the surplus lists of the several Divisions circulated are used to the best advantage</p>	<p>5.4.9 No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>of Government as early as possible, in the Divisions under their control.</p> <p>(c) If any of the surplus stores cannot be utilised by issue to other Divisions or otherwise within a period. of one year from the date of despatch of the surplus light, the Divisional Officer concerned should take action immediately to have the articles sole by public auction or/by calling for tenders with the sanction of competent authority.</p>	
<p>Para - 5.4.17. When stores (including tools and plant) of any kind become unserviceable, a report thereof must be made in the survey report form; this should be done at once on discovery of the fact as it is desirable to avoid keeping worthless materials on stock. In the report all proper explanations must be given, and the period during which the articles have been in store or in use should be stated along with the cause of deterioration.</p>	<p>5.4.10 When stores of any kind become unserviceable for any reason resulting in loss of stores, a survey report thereof should be made in Form no. CPWA 18. This should be done at once on discovery of the facts. In case of survey reports of stores valued above the powers of acceptance of the Chief Engineer, the certificate that materials reported in the survey reported are really unserviceable should be recorded by the Superintending Engineer concerned after inspection of the stores. In the case of survey reports below this amount which are within the competency of C.E., the certificate should be given by the EE, while in the case of survey reports within the competency of Superintending Engineer, the certificate should be given by the SDO concerned.</p>
<p>No provision in existing OPWD Code</p>	<p>5.4.11 In order to ensure that the obsolete/surplus/unserviceable stores/T&P items fetch good returns, it is essential that:</p> <ol style="list-style-type: none">a. Such stores/T&P items have got survey reported by the competent authority at the earliest as soon as they reach that condition,b. Proper protection is given to them till their removal by the purchaser, andc. The time lag between the declaration and actual disposal of stores/T&P items is minimized.



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
	It is, therefore, incumbent on the Junior Engineer/Assistant Engineer holding such obsolete/surplus/unserviceable stores/T&P items to initiate the process of preparing the survey reports of such items and forwarding the same to the Executive Engineer for obtaining the approval of the competent authority. Valuable storage space should not be wasted on unnecessarily holding such useless items.
<p>Para - 5.4.18. Sale of public stores to private persons or bodies, otherwise than by public auction is prohibited, except to the extent indicated under Para. 6.3.7 (e) Where the quantity of material is not large enough, it may be disposed of by calling for sealed tenders in accordance with the procedure prescribed for calling and acceptance of tenders.</p> <p>A commission up to 5 per cent of the upset price of the stores may be allowed to recognised auctioneers employed for conducting the auction with the prior approval of the Superintending Engineer.</p>	<p>5.4.12 Sale of public stores to private persons or bodies, otherwise than by public auction is prohibited. Where the quantity of material is not large enough, it may be disposed of by calling sealed tenders. Commission for the Auctioneer, if employed, shall be decided by the Superintending Engineer.</p>
<p>Note: The procedure for disposal of surplus and unserviceable stores by auction is laid down in Appendix XIX.</p>	<p>Note: The procedure for disposal of surplus and unserviceable stores by auction is laid down in annexure 5.2 of chapter5 of the manual.</p>
<p>Para - 5.4.19. Ordinance stores not required by a Public Works Officer must be returned by them to the nearest depot by previous arrangement.</p>	<p>Deleted</p>
<p>V. Mathematical Instruments</p>	<p>V. Mathematical Instruments</p>
<p>Para - 5.4.20. All new instruments required for the Departments in charge of public works which have</p>	<p>5.4.13 Every Executive Engineer shall keep an up-to-date list of surveying and mathematical instruments in his Division and will review the list once a year. Executive Engineer will spare the instruments available</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>been provided for in a sanctioned estimate, should be obtained by indent from the National Instruments Factory, Calcutta, except to the extent mentioned in the note below. That factory issues, at convenient intervals, a complete price list of all instruments available and a copy of this should be in every Divisional Officer's possession. It can be obtained, if required, from the officers in charge of the National Instruments Factory, Calcutta. When the cost exceeds Rs. 50, all indents on the National Instruments Factory, Calcutta, should be accompanied by a certificate by the indenting officer to the effect that the supply of the articles detailed therein is covered by a sanctioned estimate, and the specific reference number of the instruments shown in the price list of that office should always be quoted in such indents. Instruments requiring repairs should ordinarily be sent to the National Instruments Factory, Calcutta or to the depot from which they were supplied for the purpose unless there is any Government workshop more conveniently situated where the repairs can be properly executed or, in cases of urgency the work may be trusted to a local firm.</p> <p>Every Superintending Engineer shall keep an up-to-date list of surveying and mathematical</p>	<p>with him for use in the other divisions to the extent possible.</p> <p>All new instruments required for the Departments in charge of public works, which have been provided for in a sanctioned estimate, should be obtained by inviting competitive Quotations from reputed firms dealing with such instruments and the same shall be purchased from the firm after comparing the quality, cost, terms and conditions for supply.</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>instruments in his circle and will review the list once a year. He should submit a certificate to this effect to the Chief Engineer in June every year that he is satisfied that the instruments are being maintained in good serviceable condition and that no instruments is being kept in excess of requirement. Instruments surplus to the requirements of the Department may, at the discretion of the Superintendent of the National Instruments Factory, Calcutta be received back by him with his prior approval on such terms and conditions as may be prescribed from time to time.</p>	
<p>Note: The Superintending Engineer is not debarred by the provisions contained in this para; from inviting competitive Quotations from reputed firms dealing with such instruments and if he sees that if the instruments Quoted are comparable in quality with those from the National Instruments factory, Calcutta the Cost is less and the terms and conditions for supply are favourable he may, after using his discretion, purchase mathematical instruments from such firms.</p>	Deleted
<p>5.5. Store Keeper</p>	Deleted
<p>Para – 5.5.1. (a) When the stores are sufficiently extensive, a Storekeeper will be appointed to be in</p>	



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>charge of them. The Storekeeper will have nothing to do with the disbursement of cash; the supply of materials or the preparation of bills. His duties will be confined to the custody, preservation and issue of the store under his charge, and to the keeping and maintaining the required returns and quantity accounts relating to them.</p> <p>(b) Junior Engineers and Assistant Engineers, Store Keepers and other subordinates of the Department whether appointed permanently or temporarily or borne on work charged establishment and entrusted with the custody of cash or stores or holding charges thereof must furnish security, the amount being regulated according to the provisions in Appendix XVI of this Code except in cases where they are regulated by the general or special orders of the State Government. The Superintending Engineer will regulate the realisation of security according to the rules set forth in the above appendix.</p> <p>(Substituted by Works Deptt. O.M. No. 27713, Dt. 29.10.87)</p>	
5.6. Rules for Departmental Workshop	
Para 5.6.1. Departmental workshops may be treated as distinct Divisions or Subdivisions or they may from a portion of a Subdivisional charge	Deleted



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
depending on the, work load.	
Para — 5.6.2. Ordinarily no work is to be undertaken in a departmental workshop for other Divisions or other Departments. However, jobs of other Divisions or Departments may be undertaken provided that such execution does not interfere with the normal working of the Deptt. and that estimated cost of the job including supervision charges etc., calculated as per the Rules in, force is deposited in advance.	Deleted
Para — 5.6.3. The Departmental offices empowered to order execution of deposit works may authorise execution of work required by a municipality, other local bodies and public undertakings in the departmental workshops, provided that the estimated cost of the job, including all charges for supervision, etc. that may be leviable under the Rules for the time being in force, has been deposited in advance with the concerned officer and provided further that this does not interfere with the work of the Department. In all cases, prior to the work being put in hand, and undertaking should be obtained from the party concerned that it will not hold the Department responsible for loss by fire or theft or any other factor which could not be foreseen when the estimate was prepared. In	Deleted



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>cases where it is found that the original estimate is likely to be exceeded appreciably, a revised estimate should be prepared and the extra cost involved should be obtained from the party before completion of the job.</p>	
<p>Note: (I) Appendix XX contains Rules for Jobra Workshop. (II) Similar Rules may be framed for other workshops and Government approval in the respective Administrative Department obtained before they are introduced.</p>	Deleted
<p>5.7. Transfer of Charge</p>	<p>5.5 Transfer of Charge</p>
<p>Para - 5.7.1. An officer must not delay in making over charge after the arrival of the relieving officer nor must he, without medical certificate or the permission, of his immediate superior officer, leave the station before the arrival of his successor.</p>	<p>5.5.1 Subject to any specific instructions in the transfer orders, an officer must not delay making over charge after the arrival of the relieving officer; nor must he, without a medical certificate or the permission of the immediate superior officer, leave the station before the arrival of the successor. In a case where relieving officer has not joined, he shall leave the charge not later than six working days of the receipt of orders, unless there are some specific orders otherwise. In case the officer/official does not leave the charge in this period, he shall be deemed to have been relieved and no pay thereafter can be given to the officer/official on that post.</p>
<p>Para - 5.7 .2.The relieving officer will take up the expenditure of cash and stores from and for the first day of the month during which the relief takes place, and submit the next monthly accounts in the same manner as if he has been in charge during the whole month. But the relieved officer, remains responsible that proper explanation is</p>	<p>5.5.2 The relieving officer shall take up the expenditure of cash and stores from and for the first day of the accounting month during which the relieving took place, and submit the next monthly accounts in the same manner as if he has been in charge during the whole month, but the relieved officer remains responsible that proper explanation is forthcoming for transactions during his incumbency.</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
forthcoming for transactions during his incumbency.	
<p>Para - 5.7.3. If the relieving officer fails to bring to notice within three months any deficiency or defect in work or stores taken over from his predecessor, he will be held responsible for the same, both as to quantity and quantity as far as he was in a position to ascertain it.</p>	<p>5.5.3 The relieving officer shall bring to the notice within a reasonable period any deficiency or defect in works or stores taken over from his predecessor, otherwise he will be held responsible for the same. Reasonable period will be two months from the date of taking over of charge of the Sub-Division/Section. In the case of Divisional Officers, the charge of bank guarantees/any other financial instrument is also crucial and any shortcoming in this regard or any other account must be reported at the earliest, not later than two months of taking over the charge.</p>
<p>Para - 5.7.4. In the case of any sudden casualty occurring or any urgent necessity arising for an officer to quit the Division, Subdivision or work to which he is posted, the next senior officer of the Department present will take charge. When the person who has taken charge is, not a gazetted Government servant, he must at once report the circumstances to his nearest Departmental superior and obtain orders as to the cash in hand if any.</p>	<p>5.5.4 No change</p>
<p>Para - 5.7.5. A register of incumbents of charges should be kept in every Divisional Office showing the period of incumbency of each officer who has held charge of the Divisional and of the several Subdivisions and in each Subdivisional Officer, a similar register of the incumbents of that Subdivision and of the several Sections.</p>	<p>5.5.5 A register of incumbents of charges shall be kept in each office. The Divisional Office shall keep the incumbency register of its own office and also of the Sub-Divisions under it. The headquarters shall maintain incumbency registers of the Ministers in-charge, Administrative Secretaries, Engineers-in-Chief, Chief Engineers and all Class I posts sanctioned at headquarters.</p>
<p>II. Divisional Officers and Subdivisional Officer</p>	<p>I. Divisional Officers and Sub-Divisional Officer</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Para - 5.7.6. In the case of transfers of Divisional and Subdivisional charge the cash book or imprest account should be closed on the date of transfer and a note recorded in it, over the signature of both the relieved and relieving officers, showing the cash and imprest balances and the number of unused cheques, made over, and received in transfer by them respectively. A copy of this note, together with the following documents, should be forwarded the same day to the Superintending Engineer in the case of Divisional charges or to the Divisional Officer in the case of Subdivisional charges:</p> <p>(a) Transfer report, Schedule XXXV-I-Form No. 82 being used in the case of Subdivisional charges.</p> <p>(b) Receipt of stock, tools, and plant and other stores under the immediate charges of the relieved officer, Forms A and B. Prescribed hereunder being used for Divisional and Subdivisional charges respectively.</p> <p>(c) A detailed report on the state of survey and mathematical instruments. In the case of transfer of Divisional charges, this report should be in respect of instruments at headquarters only.</p> <p>(d) The receipts of cash and stores balances should be prepared, by the relieved officer, but the</p>	<p>5.5.6 In the case of Divisional/Sub-Divisional officers, the relieved officer, besides handing over cash and store balances, shall give the relieving officer a list and memorandum showing the works in hand and the orders remaining to be complied with and of such matters as particularly require his attention, with full explanation of any peculiarity of circumstances, or apprehended difficulties. He shall furnish the relieving officer with a complete statement of all unadjusted claims, with the reasons for not having been adjusted in due course, and a report as to any complication likely to arise owing to their non-adjustment. The handing over notes will contain details of arbitration matters and the stand/defence of the Department. The relieving officer should promptly bring out anything objectionable or irregular that may come officially to his notice. The relieving officer can also seek information from the relieved officer in the above mentioned cases. However, he shall not make any alibi due to non-receipt of such information. A copy of this note, together with the following documents, should be forwarded the same day to the Superintending Engineer in the case of Divisional charges or to the Divisional Officer in the case of Subdivisional charges:</p> <p>No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>relieving officer should note any inaccuracy therein so that the Superintending Engineer or the Divisional Officer as the case may be, may pass such orders in respect of any deficient article as may be necessary. A copy of the receipts may be given to the relieved officer if desired by him.</p>	
<p>FORM A Received in transfer from former Divisional Officer Division; the stores in his personal charge as detailed in the annexed list. The balance returns of stock and tools and plant in charge of all Subdivisional Officers for the half year and year ending respectively are on record and the Divisional stock returns have been prepared up to the end of (Station and date) Reliving Divisional Officer Division</p>	<p>No Change</p>
<p>FORM B Received in transfer from former officer in charge..... Subdivision, the stock and tools and plant which have been in his personal custody, as detailed in the last balance return and accounts of receipts and issues to date. The returns for the</p>	<p>No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>year ended..... the half year ending and for the month of for the whole Subdivision have been submitted to the Divisional Officer and the account of daily receipts and issues for the current month has been written up-to-date. (Station and date) Reliving Sub-divisional Officer Sub-division.</p>	
<p>Para - 5.7.7. The relieving officer should then, unless otherwise ordered, proceed with the relieved officer to inspect the records, cash, stores, works and materials at site of works, in charge of subordinates, but in the case of the transfer of a Divisional charge, the relieved officer should accompany the relieving officer in the inspection of the outstations only when so directed by the Superintending Engineer. The relieving officer should examine the accounts, count the cash, inspect the stores, and count, weigh and measure certain selected articles, in order to test the accuracy of the returns, and should minutely examine the works in progress as to their quality and as to their accordance with the sanctioned plans and estimates. He should also record his opinion as to the correctness of the accounts of</p>	<p>5.5.7 No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
materials at site.	
Para - 5.7.8. The relieved officer should further give the relieving officer a list and memorandum showing all the works in hand and the orders remaining to be complied with and of such matters as particularly require his attention, with full explanation of any peculiarity of circumstances or apprehended difficulties. He should also furnish the relieving officer with a complete statement of all unadjusted claims, with the reasons for their not having been adjusted in due course and report as to any complication likely to arise owing to their non-adjustment.	5.5.8 No Change
Para - 5.7.9. The relieving officer, in reporting that the transfer has been completed, should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. In the case of the transfer of a Divisional charge, he should describe the state of the records, cash, stores and works mentioning what outstations he has yet to inspect and when he proposes to visit each.	5.5.9 No Change
Para - 5.7.10. The relieving Divisional Officer should mention specially in his transfer report whether the accounts may be considered fairly to represent the progress of the works.	Deleted



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>Para - 5.7.11. In the case of the transfer of a Divisional charge the report of completion of transfer should, except in special circumstances, be submitted within a fortnight of such transfer. In the case of any disagreement between the relieved and relieving officers a reference should be made to the Superintending Engineer. The fact of taking over charge should immediately be reported as soon as the transfer is completed to the Superintending Engineer and to the Audit Office.</p>	<p>5.5.10 No Change</p>
<p>Para -5.7.12. The transfer report of a Divisional, Subdivisional or Sectional charge should be scrutinised in detail in the Divisional Office. If the report reveals any discrepancy in the accounts of stock, tools and plant etc., expeditious steps should be taken to see right the accounts within a month of receipt of the charge report. In case of deficiency or defects in stores, tools and plant or works the matter should be taken up with the relieved officer immediately and if he fails to comply with the requirements within a fortnight, the matter should be brought to the notice of the Superintending Engineer for orders.</p>	<p>5.5.11 No Change</p>
<p>Para - 5.7.13. The transfer report of a Subdivisional charge should, on receipt by the Divisional Officer,</p>	<p>Deleted</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>be scrutinised by him, any remarks necessary being entered in the column provided for that purpose. The report should then be forwarded to the Superintending Engineer, who after passing such orders as may be necessary, should return it to the Divisional Officer for record, in the Divisional Office.</p>	
<p>Para - 5.7.14. In the case of a Divisional or Subdivisional charge becoming vacant by the death or sudden departure of the officer in charge, the succeeding officer should take action as above prescribed and assume charges forwarding to the Superintending Engineer or Divisional Officer as the case may be, the receipts of which would otherwise be given to the relieved officer.</p>	<p>5.5.12 No Change</p>
<p>Para - 5.7.15. On receipt of the joining report from the relieving officer if the officer under orders of transfer fails or refuses to handover charge within the prescribed period, the relieving officer should report the matter to his immediate superior officer who should investigate into the matter immediately and arrange for transfer of charge if he is satisfied that there is no sufficient reason for delaying the handing over or the charge. In such cases the transfer report of charge should be countersigned by the superior officer and a copy</p>	<p>5.5.13 No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>thereof sent to the relieved officer for necessary action. If the handing over is delayed for reasons beyond the control of the relieved officer, extension of time as considered necessary should be applied for to the competent authority.</p>	
<p>Note: For transfer of charges of the concerned units the following periods should ordinarily be considered reasonable - (a) Divisional Charge - 2 days. (b) Subdivisional Charge - 5 days, (c) Sectional Charge - 3 days. When in any Subdivision or Section, important works are in progress or where there is heavy stores, the period of transfer of charge may be extended under the orders of Superintending Engineer.</p>	<p>No Change</p>
<p>III. Other Officers</p>	<p>II. Other Officers</p>
<p>Para. - 5.7.16. In the case of transfer of charges other than Divisions and Subdivisions, the Divisional Officer should issue instructions as to the works to be jointly inspected by the relieved and relieving officers.</p>	<p>5.5.14 No Change</p>
<p>Note: In all cases of transfer of charges of sub-divisions and sections, detailed list of the competent parts of heavy plant and machinery should always be included with the transfer papers</p>	<p>No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>and, if for any reason, it is not possible to verify these lists at the time of actual transfer these papers should be verified immediately afterwards by the relieving who in case of any individual delay, will be held responsible for the deficiency.</p>	
<p>5.8. Recording of Plans and Drawings</p>	<p>5.6 Recording of Plans and Drawings</p>
<p>Para - 5.8.1. A Divisional Officer must keep on record in his office plans. The following plan or such of them as are required in his Division:</p> <p>(i) Copies of all standard plans of buildings.</p> <p>(ii) Complete plans, Sections and elevations of every building under his charge, as actually constructed, any departure from sanctioned design being carefully noted. The boundaries of the grounds attached to any buildings should be distinctly shown.</p> <p>(iii) Plans of roads under his charge showing the quarries whence mental is obtained.</p> <p>(iv) Detailed drawings including foundations, where practicable, all bridges and other works in the Division as actually constructed, any departure from sanctioned design being carefully noted. The boundaries of the ground attached to any building should be distinctly shown.</p> <p>(v) Complete plan of all-drainage works classed as</p>	<p>5.6.1 No Change</p> <p>i. Copies of all standard plans of buildings, tunnels, reservoirs, dams etc.</p> <p>ii. “As built drawings” including Sections and elevations of every building under his charge, as actually constructed. The boundaries of the grounds attached to any buildings should be distinctly shown.</p> <p>iii. Plans and profiles of roads under the jurisdiction mentioning the locations of quarries, if any.</p> <p>iv. No Change</p> <p>v. No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>such under the Canal Act.</p> <p>(vi) Longitudinal Sections of All main and branch canals and their distributaries.</p> <p>(vii) A map showing the alignments of all main and branch canals their distributaries.</p> <p>(viii) Plan of arrangement of equipment- (a) on the site of buildings (outdoor) (b) inside the buildings (indoor)</p> <p>(ix) Plan of equipment- (a) Assembly (b) Details (c) Wiring diagrams</p> <p>(x) Extra high tension transmission lines- (a) Completion plans (b) Detailed designs</p> <p>(xi) High tension transmission line- (a) Route plan Specification should also be (b) Line designs mentioned in these documents</p> <p>(xii) Sub-station layout</p> <p>(xiii) Local distribution- (a) Layout plans (b) Line designs</p> <p>(xiv) Plans of railway crossing (for Electrical Branch)</p> <p>(xv) Plans of Electrical Branch (head works including river training and protective Works.)</p>	<p>vi. Longitudinal sections of all main and branch canals and their distributaries including river training works.</p> <p>vii. No Change</p> <p>viii. Detailed layout of substation, plants and equipment installed with completion plans, wiring layout, etc.</p> <p>ix. ix. to xvii. No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>(xvi) Longitudinal Section of tunnel including adits. (xvii) A map showing the alignment of tunnel and adits. (xviii) Plans and elevation of pipe lines; high level tanks and water towers.</p> <p>(xix) Plans and elevation of power house.</p>	<p>xviii. <i>'As Built' layout plans and component drawings of water distribution networks, sewer networks, pumping mains, water treatment plants, wastewater treatment plants, elevated service reservoirs, pumping stations, intake structures, sewer appurtenant structures, urban drainage structures including cross drainage works, all electro-mechanical components of the water supply, sewerage and drainage projects along with operation and maintenance manuals for each and every component of the works/projects.</i></p> <p>No Change</p>
<p>Para - 5.8.2. In Circle Offices the following record plans should be maintained:</p> <p>(i) One copy of the record plan of every dam including its appurtenant works and canal head works including all river training and protective works. (ii) One copy of the record plan of every masonry work on a main or branch canal and of every other masonry work costing more than Rs. 10,000. (iii) One copy of the longitudinal section of every canal, distributary, drainage, power or navigation channel. (iv) Maps of district and civil stations in the State: concerned linear maps of the principal lines of roads in the State. (v) Copies of all standard plans of buildings. (vi) Copies of plans of all important bridges.</p>	<p>5.6.2 For the works sanction by SE following record plan to be maintained:</p> <p>i. No Change</p> <p>ii. One copy of the record plan of every masonry work on a main or branch canal.</p> <p>iii. No Change</p> <p>iv. No Change</p> <p>v. No Change</p> <p>vi. No Change</p>



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
(vii) Copies of plans of all important buildings.	vii. No Change
Note: The Divisional Officers and Superintending Engineers should keep these maps which may be corrected up to-date.	Note: No change
<p>Para - 5.8.3. In the Chief Engineer's Office the following record plans will be maintained:</p> <p>(i) One copy of the record plan of every dam including its appurtenant works and canal head works.</p> <p>(ii) One copy of the record plan of every important masonry work on a main or branch canal.</p> <p>(iii) One copy of the longitudinal Section of every main and branch canal, power and navigation channel.</p> <p>(iv) Maps of districts and civil stations in the State.</p> <p>(v) Copies of all standard plans of buildings.</p> <p>(vi) Copies of all important bridges.</p> <p>(vii) Copies of all important-building</p> <p>No Provision in existing Code</p>	<p>5.6.3 For the works sanction by CE following record plan to be maintained:</p> <p>Sub-heading i to vii no change</p> <p><i>viii. Approved/sanctioned copies of DPRs of all water supply, sewerage and drainage projects along with detailed drawings and designs of each components.</i></p>
Note: Plans mentioned in items (viii) to (xix) under paragraph 5.8.1. should also be kept on record in the Chief Engineer's and Superintending Engineer's offices and those mentioned in items (vii) to (xiv)	Note: Plans mentioned in items (viii) to (xix) under paragraph 5.6.1. should also be kept on record in the Chief Engineer's and Superintending Engineer's offices and those mentioned in items (viii) to (xiv) ibid should be kept in the Electrical Subdivisional Offices.



Existing As Is Provision (Chapter 5: Miscellaneous Rules Excluding Accounts Procedure)	Suggested Provision (Chapter 5: Miscellaneous Rules)
<p>ibid should be kept in the Electrical Subdivisional Offices.</p>	
<p>Para - 5.8.4. All record plans must be kept up-to-date and it will be the duty of the Divisional Officer to forward completion plans of all additions and alterations to the Superintending Engineer for correction of the Circle Office copies. Similarly, the Superintending Engineer is responsible that such plans are forwarded to the Chief Engineer's office for correction of the record plans maintained there.</p>	<p>5.6.4 No Change</p>
<p>5.9.Destruction of Records</p>	<p>5.7 Destruction of Records</p>
<p>Para - 5.9.1. (a) Rules dealing with classification and destruction of correspondence and other records have been prescribed in the Odisha Records Manual, 1964. (b) The rules relating to the destruction of official records connected with accounts in general are contained in Rule 289 of the OGFR, Vol. - I read with Appendix-19 in Volume-II of the said Rules. (c) The periods of preservation of accounts records in Public Works Offices referred to in Note-2 to Appendix-19 of the Odisha General Financial Rules, Volume-II have been prescribed in Appendix XXI.</p>	<p>5.7.1 a. No Change b. No Change c. The periods of preservation of accounts records in Public Works Offices referred to in Note-2 to Appendix-19 of the Odisha General Financial Rules, Volume-II have been prescribed in Appendix X of Manual.</p>



CHAPTER 6
POWERS OF SANCTION OF GOVT. AND OFFICERS OF
DEPARTMENT IN CHARGE OF PUBLIC WORKS



Existing As Is Provision	Suggested Provision
6. Powers of Sanction of Government & of Officers of Department in charge of Public Works	6 POWERS OF SANCTION OF GOVERNMENT & OF OFFICERS OF DEPARTMENT IN CHARGE OF PUBLIC WORKS
6.1 General	6.1 General
I. Fundamental Conditions	I. Fundamental Conditions
<p>Para - 6.1.1. The Government of Odisha exercise, by virtue of the provisions of the Constitution of India, full powers of sanction, regard to State Public Works expenditure (other than that incurred in connection with the residences of the Governor and has invested the authorities subordinate to it with powers in respect of that expenditure by means of rules-and delegations which, except in regard to certain Establishments and connected matters, are detailed in this Chapter.</p> <p>Note: The rules in connection with the expenditure on the residence of the Governor will be found in Appendix XXII</p>	<p>6.1.1 The Government of Odisha exercises, by virtue of the provisions of the Constitution of India, full powers of sanction with regard to Odisha State Public Works expenditure (other than that incurred in connection with the residences of the Governor) and has invested the authorities subordinate to it with powers in respect of that expenditure by means of rules-and delegations which, except in regard to certain Establishments and connected matters, are detailed in this Chapter.</p> <p>Note: The rules in connection with the expenditure on the residence of the Governor will be found in Appendix XI of OPWD Manual.</p>
<p>Para - 6.1.2. The essential conditions which must be fulfilled before commencement of execution of any public works are as detailed in paragraph 3.7.1.</p> <p>Note: In case of exigencies of public service, the Government may authorise commencement of work in anticipation of administrative approval if there is un-avoidable delay in according administrative approval to a particular case; but in such an eventuality, administrative approval should be accorded within three months from the date of issue of such</p>	<p>6.1.2 The essential conditions, as detailed in Para 3.7.1 pertaining to commencement of execution of any public works, should be fulfilled before taking up the works.</p> <p>Note: No Change</p>



Existing As Is Provision	Suggested Provision
authorisation.	
<p>II. Commencement of Works in Anticipation of Detailed Estimates of the Complete Project</p>	<p>II. Commencement of Works in Anticipation of Detailed Estimates of the Complete Project</p>
<p>Para - 6.1.3. Ordinarily, work on a project should commence only after technical sanction to the detailed estimate of the project is accorded by a competent authority. In a major project when it is not immediately possible to prepare detailed designs and estimates for all the component parts of the entire project, the authority competent to accord technical sanction to the project estimate as a whole may permit commencement of works on component parts of the project, subject to the following conditions:</p> <p>(i) That the component parts in question can be appropriately commenced without affecting or being affected by any other part of the project technically, financially or otherwise.</p> <p>(ii) In the administrative approval for the project as a whole, there must be a clear and specific amount corresponding to the work of component part in question.</p> <p>(iii) The detailed estimates are approved by the authority competent to accord technical sanction to the project estimate as a whole and have been sanctioned by a competent authority.</p> <p>(iv) The amount of detailed estimate must not exceed the amount of the item or component part included in the administrative approval by more than 10 percent (in case of residential building by not more than 5 percent over the</p>	<p>6.1.3 Ordinarily, work on a project should commence only after technical sanction to the detailed estimate of the project is accorded by a competent authority. In a major project when it is not immediately possible to prepare detailed designs and estimates for all the component parts of the entire project, the Technical Sanctioning authority competent to accord technical sanction to the whole project may permit commencement of works on component parts of the project, subject to the following conditions:</p> <p>i. No Change</p> <p>ii. No Change</p> <p>iii. The detailed estimates are approved by the authority competent to accord technical sanction to the project estimate as a whole.</p> <p>iv. The amount of detailed estimate of the component part must not exceed the amount of the component part included in the administrative approval by more than 10 percent, provided further' that where the administrative approval indicates provision by sub-heads, then the Technical Sanctioning authority competent to accord sanction to</p>



Existing As Is Provision	Suggested Provision
<p>admissible outlay provided further' that where the administrative approval indicates provision by sub-heads, the authority competent to accord sanction to the estimate of the project as a whole should see that the amount of detailed estimate sanctioned against individual sub-head is not likely to exceed the approved amount by more than 10 percent (5 percent in case of residential building.)</p> <p>(v) The authority competent to accord technical sanction to the project estimate as a whole is satisfied, before according approval or sanction, as the case may be, that the amount of the technical sanction for the whole project is not-likely to exceed the amount of the administrative approval by more than 5 percent.</p> <p>Notes: (I) The detailed estimate sanctioned for a component part of the project will be treated as an independent work in the accounts for all purposes. (II) This rule does not apply to estimates for parts of a building project unless preliminary estimates for administrative approval indicate the particular items specifically.</p>	<p>the estimate of the project as a whole should see that the amount of detailed estimate sanctioned against individual sub-head is not likely to exceed the total administratively approved amount by more than 10 percent.</p> <p>V. The authority competent to accord technical sanction to the project estimate as a whole is satisfied, before according approval or sanction, as the case may be, that the amount of the technical sanction for the whole project is not-likely to exceed the amount of the administrative approval by more than 10 percent.</p> <p>vi. All requirements of Social Impact Management and Environmental Safeguard are fulfilled.</p> <p>Notes: (I) No Change</p> <p>(II) This rule does not apply to estimates for parts of a building project unless preliminary estimates for administrative approval indicate separate components specifically.</p>
<p>Para - 6.1.4. To obviate delay in commencing work on a detailed estimate for a complete project which has been prepared and submitted for technical sanction, but which requires minor amendments in the design or estimate, the sanctioning authority should adopt any of the following courses -</p> <p>(i) Amend the design or estimates in his own office and sanction it, or (ii) sanction the parts of estimates which are</p>	<p>6.1.4 To obviate delay in commencing work on a detailed estimate for a complete project which has been prepared and submitted for technical sanction, but which requires minor amendments in the design or estimate, the Technical sanctioning authority should adopt any of the following courses –</p> <p>No Change</p>



Existing As Is Provision	Suggested Provision
approved, subject to conditions (i), (iv) and (V) of paragraph 6.1.3. and call for amended detailed estimates for the other portion of the project.	
<p>Para - 6.1.5. In communicating the sanctions to parts of projects accorded under the provisions of paragraphs 6.1.3. and 6.1.4. the sanctioning authority should also intimate to Audit the amount administratively approved for the corresponding part of the project.</p> <p>Note: Every detailed estimate shall be accompanied by a provision slip indicating the up-to-date amount of estimates sanctioned and the amount available under the sub-head for sanction.</p>	<p>6.1.5 Technical Sanction Memorandum (T.S. Memo) should indicate the up-to-date amount of estimates sanctioned and the amount available under the sub-head for sanction and a copy of the memo should be endorsed to Audit.</p>
III. Projects to which sanction of Govt. of India is Required	III. Projects to which sanction of Govt. of India is Required
<p>Para - 6.1.6. Project falling under the following categories should be referred to the Government of India for sanction or advice:</p> <p>(i) Projects to be financed from Central funds, e.g., projects relating to National Highways or financed from Central Road Fund.</p> <p>(ii) Projects, big or small, which affect the interests of other State Governments.</p> <p>(iii) Projects, which are attended with more than ordinary engineering difficulties, e.g., dock and harbour improvements.</p> <p>(iv) Projects, where the Government of India specifically</p>	<p>6.1.6 No Change</p>



Existing As Is Provision	Suggested Provision
required consultation, clearance or sanction.	
6.2 Powers of Govt. in the Administrative Departments, Heads of Departments and Other Civil Officers	6.2 Powers of Govt. in the Administrative Departments, Heads of Departments and Other Civil Officers
I. Administrative Approval	I. Administrative Approval
a. General	a. General
Para - 6.2.1. (i) An administrative approval accorded by the competent authority for construction or purchase of a house as a residence for the Government servant is in every case subject to the conditions that the scale of accommodation supplied shall not exceed that which is considered the Government of Odisha to be appropriate to these status of the occupant.	6.2.1 i. Administrative approval for construction or purchase of residences for the State Government Employees shall be subject to the conditions that the scales of accommodation do not exceed the norms of entitlement specified by the Government of Odisha.
(ii) Expenditure on residential buildings should, by strict economy of design, be as far as possible confined to such a figure that the rent shall fall within 5% or 7.5% of the occupants average emoluments since any outlay in excess of that limit involves loss to Government, provided that where specific type designs and admissible outlay have been prescribed by the Government, these should be followed	Deleted
(iii) In cases where the detailed estimate for a residential building exceeds the amount administratively approved by more than 10 per cent or where, owing to modification in the original proposals or to excess occurring during the execution of the work, a greater excess than 10 percent appears probable, revised administrative approval must be applied for.	ii. Revised administrative approval shall be applied for in cases where the detailed estimate for a residential building exceeds the amount administratively approved by more than 10 per cent or where, owing to modification since the original proposals or actual cost occurring during the execution of the work exceeds more than 10percent.



Existing As Is Provision	Suggested Provision
<p>(iv) In case of an official residence, whether newly constructed, purchased or hired, electrical fittings and sanitary fittings on the scale approved by Govt. may be supplied and maintained by Govt. Additional fittings may be provided and maintained by the tenant with the approval of the officer in charge of maintenance of the building.</p>	<p>iii. No change</p>
<p>Para - 6.2.2. No authority is entitled to accord administrative approval to an estimate for additions and alterations to a residential building if the effect of the expenditure contemplated would be to increase the capital cost of the building to a figure beyond that to which the authority is competent to accord administrative approval in the case of new residential buildings.</p>	<p>6.2.2 No Change</p>
<p>Notes: (I) The prescribed scale of electrical and sanitary fitting is given in Appendices XXIII & XXIV. (II) For residential buildings, the permissible out lay is prescribed by the Govt. from time to time. Appendix XXV contains the existing ceiling.</p>	<p>Notes: The norms of permissible plinth areas for residential buildings, scale of electrical and sanitary fittings shall be followed as given in Manual chapter 4 Annexure 4.1, 4.2 and 4.3.</p>
<p>(b) Delegation of Powers for according Administrative Approval to Departments of Governments in charge of public works, Heads of Departments and other Civil Officers</p>	<p>b. Delegation of Powers for according Administrative Approval to Departments of Governments in charge of public works.</p>
<p>Para - 6.2.3. (a) The Departments of Government mentioned below are empowered to accord administrative approval to various types of project for use in their respective Department upto the limit specified below subject to the conditions laid</p>	<p>6.2.3 Powers to accord A/A to various types of projects by Works, Water Resources, Energy, Rural Development, Housing & Urban Development Departments are given in table I of Annexure 6.1A of OPWD Manual</p>



Existing As Is Provision		Suggested Provision		
down hereunder—				
Particulars	Departments of Government and monetary limits upto which powers can be exercised,			
	Work & Irrigation & Power	RDD	UDD	
(1)	(2)	(3)	(4)	
	Rs.	Rs.	Rs.	
1. Non-residential buildings	3,50,000	3,50,000	3,50,000	
2. Residential buildings and residence-cum-office buildings	1,00,000	1,00,000	1,00,000	
3. (a) Communication Irrigation and Public Health	7,50,000	7,50,000	7,50,000	
(b) Flood control, Drainages, Anti-water longing and Antisea erosion.	10,00,000	10,00,000	---	
4. Electrical Projects	7,50,000		This power should be exercised by the irrigation & Power Department only	



Existing As Is Provision				Suggested Provision
5. Sanitary & Water Supply installations -				
(a) Residential buildings	10,000	10,000	10,000	
(b) Non-residential buildings	35,000	35,000	35,000	
6. Electrical installation -				
(a) Residential buildings	10,000	10,000	10,000	
(b) Non-residential building	35,000	35,000	35,000	
7. Inspection Bunglows and Rest sheds	75,000	75,000	75,000	
8. Pipe water supply, sewerage and drainage (Public Health Works)	-	-	7,50,000	
9. Other item, if any, not	15,000	15,000	15,000	
<p>Note: The approved capital Budget programme contains works like 'communication' 'Irrigation' and 'Public Health' for which enhanced power has been given in subject to restrictions. Power to accord administrative approval up to Rs. 10 lakhs in respect of 'Flood Control', 'Drainage', 'anti-sea Erosion Project', shall only be exercised after obtaining approval and recommendation of the competent authority as presented by the planning commission in letter No. 11-16(12)72-1 and C.A.D. dt. 18.06.1973, as may be amended from time to time.</p>				Notes taken to Manual
<p>(b) The powers of according administrative approval by the Departments of Government other than those mentioned under sub para, (a) above, will be double the financial limits indicated for Heads of Departments under sub para, (c) below, The</p>				



Existing As Is Provision	Suggested Provision																					
<p>powers in respect of according administrative approval to office-cum-residential buildings is Rs. 50,000 and for according a administrative approval for 'communications' including culverts is Rs. 1,00,000. The Community Development, and Panchayati Raj (Community Development) Department and Tribal & Rural Welfare Department will exercise special powers under the delegation of enhanced Powers by Govt. in Finance Department from time to time.</p> <p>(c) The powers of the Heads, of Departments, other than Chief Engineers under the Administrative Departments in charge of public works, in the matter of according administrative approval in each case will be as follows:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amounts</th> <th>Remarks</th> </tr> <tr> <th>(1)</th> <th>(2)</th> <th>(3)</th> </tr> <tr> <td></td> <td>Rs.</td> <td></td> </tr> </thead> <tbody> <tr> <td>1. Non-residential buildings</td> <td>75,000</td> <td>Excepts that Revenue Divisional Commissioner and Member, Board of Revenue may, accord administrative approval upto Rs. 1.50 lakhs and Rs. 2 lakhs, respectively.</td> </tr> <tr> <td>2. Residential buildings</td> <td>40,000</td> <td></td> </tr> <tr> <td>3. Circuit House, Inspection Bungalows, Rest sheds, etc.</td> <td>25,000</td> <td></td> </tr> <tr> <td>4. Sanitary and Water</td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Amounts	Remarks	(1)	(2)	(3)		Rs.		1. Non-residential buildings	75,000	Excepts that Revenue Divisional Commissioner and Member, Board of Revenue may, accord administrative approval upto Rs. 1.50 lakhs and Rs. 2 lakhs, respectively.	2. Residential buildings	40,000		3. Circuit House, Inspection Bungalows, Rest sheds, etc.	25,000		4. Sanitary and Water			<p>6.2.4 The powers to accord A/A by the Heads of Departments other than the Member, Board of Revenue, RDC PCCF, DG and IG of Police other than those under Works, Water Resources, Energy, RD and Housing & Urban Development Departments in each case are given in Table II of Annexure 6.1A of Manual. The powers of A/A of Member Board of Revenue, RDC, PCCF, DG & IG of Police and the Collector are given in table III of Annexure 6.1A of the OPWD Manual.</p>
Particulars	Amounts	Remarks																				
(1)	(2)	(3)																				
	Rs.																					
1. Non-residential buildings	75,000	Excepts that Revenue Divisional Commissioner and Member, Board of Revenue may, accord administrative approval upto Rs. 1.50 lakhs and Rs. 2 lakhs, respectively.																				
2. Residential buildings	40,000																					
3. Circuit House, Inspection Bungalows, Rest sheds, etc.	25,000																					
4. Sanitary and Water																						



Existing As Is Provision			Suggested Provision
supply installations-			
Non-residential	7,500		
Residential	4,000		
5. Electrical installations			
Non-residential	7,500		
Residential	4,000		
6. Rural Water Supply	5,000	Excepts that Revenue Divisional Commissioner and Member Board of Revenue may accord administrative approval upto Rs. 15,000 and Rs. 25,000 respectively.	
7. Communication including	45,000	Excepts that Revenue, Divisional Commissioner and Member, Board of Revenue may accord administrative approval upto Rs. 60,000 and Rs. 1 lakh, respectively.	
8. Other Items	7,500		

(d) The power delegated in respect of residential buildings under sub para, (a) to (c) above are subject to the condition the Administrative Departments /Heads of Departments should observe that expenditure should, by strict economy of design, be as far as possible, confined to such a figure that the rent shall fall within 5 percent or 7.5 percent of the occupants average emoluments as the, case may be, since any outlay in excess of



Existing As Is Provision	Suggested Provision
<p>that limit involves loss to Government Provided that where specific type designs and admissible outlays have been prescribed, these should be followed. (e) The powers delegated above shall be exercised subject to the condition that funds are likely to be within a available reasonable time and the execution of works will normally be entrusted to a Department in charge of public works for execution. (f) The powers of different civil authorities to accord administrative approval to projects to be executed departmentally are governed by specific orders issued by the Department concerned. (g) In all the above cases the powers should be exercised after taking necessary technical advice of competent engineering personnel.</p>	
<p>Notes : (I) Where type plans and monetary limits have been prescribed with the concurrence of the Finance Department, in respect residential buildings, circuit houses, Inspection Bungalows, Sanitary and water supply and electrical installations, further concurrence of the finance Department will not be required for administrative approval. (II) The prescribed scale of electric fans and other fittings is given in Appendix XXIII. (III) The scale of sanitary fittings is given in Appendix XXIV. A group of works which from one project shall be considered as one work for the purpose of obtaining sanction of a higher</p>	<p>Notes taken to Manual</p>



Existing As Is Provision	Suggested Provision
<p>authority.</p>	
<p>II. Inaugural Ceremonies</p> <p>Para - 6.2.4. Expenditure on inaugural ceremonies connected with important public works, e.g., laying of foundation stones of important public buildings, bridges, irrigation, power and water supply projects, the opening of main canals, the opening of important buildings, the opening of important bridges, power houses, water supply projects, the switching on of important transmission lines or power supply centres may be incurred when considered necessary upto and overall limit of one per cent of the estimate of the project subject to a maximum of Rs..5,000/- and Rs. 10,000/- in respect of projects costing upto Rs. 30 lakhs and those exceeding Rs. 30 lakhs respectively. The expenditure shall be chargeable to the contingencies of the project's estimate in all cases except in case of irrigation projects, for which Revenue Accounts have been opened, to the Revenue Account of the project. Such expenditure should, however, be limited to the minimum absolutely necessary incurred only with the prior sanction of Government in the Administrative Department.</p> <p>(Subtd. by Works Deptt. O.M. No. 18737., Dt. 30.7.88, w.e.f. 30.7.88)</p>	<p>II. Inaugural Ceremonies</p> <p>6.2.5 In case of foundation stone or opening/inauguration ceremonies, the expenditure should be restricted to the basic minimum. Expenditure should be charged to the contingencies of the work against a proper estimate sanctioned by the competent authority. The dignitaries as per requirements of protocol and Government instructions shall be invited and treated with due courtesy. In holding these ceremonies, help and co-operation of District Administration, Police, Public Relations Department and local administration shall be duly enlisted. However, total expenditure on these ceremonies should be restricted to Rs. 20,000 for works costing upto Rs. 1 Crores and upto Rs. 1 Lac for works costing above Rs. 1 Crores an overall limit of one per cent of the estimated cost of the project or Rs 1 Lac whichever is lower as per item 1 (o) Annexure 6.1B of Manual.</p>
<p>III. Remission of Departmental Charges</p> <p>Para - 6.2.5. (a) The Chief Engineer, may waive recovery of departmental charges tools and plant on works carried out on behalf of municipalities and local bodies and on contribution</p>	<p>III. Departmental Charges for Deposit Works</p> <p>6.2.6 In respect of contribution & deposit work to be executed on behalf of other Govt., non-Govt. bodies and individuals etc. on turnkey basis, proportionate charges shall be levied</p>



Existing As Is Provision	Suggested Provision														
<p>works only when the cost of the work is less than Rs. 10,000, subject to the condition that a list of such, remissions shall be sent to the Administrative Department every six months, explaining the circumstances of remission.</p> <p>(b) In extraordinary cases, where Government in the Administrative Department decide to reduce or remit the departmental charges, the concurrence of the Finance Department shall be obtained, if the estimated cost of the work exceeds Rs. 10,000.</p> <p>(Subordinated by Works Deptt. O.M. No. 18737, Dt. 30.7.88 w.e.f. 30.7.88)</p>	<p>@ 10% towards establishment charges.</p> <p>In case the PCUs and other agencies wish to entrusted only some components of the project execution to the state Govt Departments in charge of public works, the percentage proportionate charges will be levied as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Components of Work (1)</th> <th style="text-align: center;">Percentage rate of Establishment Charges (2)</th> </tr> </thead> <tbody> <tr> <td>Preparation of Preliminary sketched</td> <td style="text-align: center;">½%</td> </tr> <tr> <td>Preparation of detailed working drawings</td> <td style="text-align: center;">1%</td> </tr> <tr> <td>Preparation of preliminary estimates</td> <td style="text-align: center;">½%</td> </tr> <tr> <td>Preparation of detailed estimates/scrutiny of estimates/scrutiny of bills/ approval of plan</td> <td style="text-align: center;">1%</td> </tr> <tr> <td>Execution</td> <td style="text-align: center;">6%</td> </tr> <tr> <td style="text-align: center;">Total</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>	Components of Work (1)	Percentage rate of Establishment Charges (2)	Preparation of Preliminary sketched	½%	Preparation of detailed working drawings	1%	Preparation of preliminary estimates	½%	Preparation of detailed estimates/scrutiny of estimates/scrutiny of bills/ approval of plan	1%	Execution	6%	Total	10%
Components of Work (1)	Percentage rate of Establishment Charges (2)														
Preparation of Preliminary sketched	½%														
Preparation of detailed working drawings	1%														
Preparation of preliminary estimates	½%														
Preparation of detailed estimates/scrutiny of estimates/scrutiny of bills/ approval of plan	1%														
Execution	6%														
Total	10%														
6.3. Powers of Officers of the Departments In-charge of Public Works	6.3 Powers of Officers of the Departments in-charge of Public Works														
I. Powers to Accord Administrative Approval (These powers are required to be. reviewed periodically once in every five years)	I. Powers to Accord Administrative Approval (These powers shall be reviewed periodically, at least once in every five years)														
Powers of P.W.D. Officers to accord Administrative Approval (Para 6.3.1. of OPWD Code, Vol. 1) No. 17823/W, Dt. 11.10.2006	Powers of P.W.D. Officers to accord Administrative Approval														
Para - 6.3.1. The Chief Engineers and the officer subordinate to them will exercise the following powers to accord administrative approval –	6.3.1 The Engineer-in-Chief and the officer subordinate to them will accord administrative approval as given under item 1(a) to (n) of Annexure 6.1B of Manual.														



Existing As Is Provision					Suggested Provision				
Particular	EIC	CE	SE	EE					
a) Buildings Non-residential	Rs. 3.00 Cr	Rs. 2.00 Cr	-	-					
b) Building Residential	Rs. 2.00 Cr	Rs. 1.50 Cr	-	-					
c) Irrigation Works	Rs. 5.00 Cr	Rs. 3.00 Cr	8.00 Lakhs	-					
d) Communication	Rs. 5.00 Cr	Rs. 3.00 Cr	8.00 Lakhs	-					
e) Flood Control, Drainage, Anti-Water logging and Anti-scacrosion	Rs. 5.00 Cr	Rs. 3.00 Cr	2.00 Lakhs	-					
f) Public Health Works		Rs. 3.00 Cr	8.00 Lakhs	-					
g) Electrical Works	Rs. 3.00 Cr	Rs. 2.00 Cr	8.00 Lakhs	-					
h) Deposit/ Contribution Works	Full Powers	Full Powers	10.00 Lakhs	-					
i) Sanitary and Water supply to residential and Non- residential buildings									
(i) Non-Residential	Rs. 30.00 Lakhs	Rs. 20.00 Lakhs	-	-					
(ii) Residential	Rs. 10.00	Rs. 7.50	-	-					



Existing As Is Provision					Suggested Provision				
	Lakhs	Lakhs							
j) Electrical Installation to residential and Non-Residential buildings									
(i) Non-Residential	Rs. 30.00 Lakhs	Rs. 20.00 Lakhs	-	-					
(ii) Residential	Rs. 10.00 Lakhs	Rs. 7.50 Lakhs	-	-					
k) Rural Water Supply Works	Rs. 20.00 Lakhs	Rs. 12.00 Lakhs	-	-					
l) Other Items	Rs. 10.00 Lakhs	Rs. 9.00 Lakhs	-	-					
<p>Amendment to Para 6.3.1 of OPWD Code, Vol. I Revision of financial power of Chief Engineer to accord administrative approvals No. 13265 Codes 4/2Q07/W., Dt. 02.08.2007</p> <p>1. After careful consideration, Government have been pleased to revise the financial power the Chief Engineer from Rs. 12.00 lakh to Rs. 50.00 lakh for according administrative approval for Rural Water Supply by amending Para 6.3.1 of OPWD Code, Vol. I.</p> <p>2. Accordingly, existing codal provision under Para 6.3.1 of OPWD Code, Vol: I stands modified with effect from the date of issue this O.M.</p> <p>3. This has been concurred by Finance Department vide their U.O.R. No. 132-WF-I, dated the 6th March 2007 as per letter No. 3321-BT-RD-67/2006, dated 31st March 2007.</p>					Deleted				



Existing As Is Provision	Suggested Provision
<p>Notes: (I) (a) The enhanced powers in respect of 'Communication' and 'Public Health' works shall be subject to the restriction that, this may be exercised in respect of works which form part of the approved programme in the Capital Budget In regard to Flood Control, Drainage. Anti-water logging and Anti-sea erosion, powers to accord administrative approval shall be exercised only after obtaining recommendations and approval of competent authorities as prescribed by the Planning Commission in their letter No. 11-16 [12]-72 I & CAD, Dated the 8th June 1973, as may be amended from time to time.</p> <p>(b) In cash of works which are classified as debitible to Revenue head, the financial powers should be limited to 50 per cent of the above.</p> <p>(II) In respect of residential buildings the enhanced powers will be subject to the condition that the building will conform to the standard type designs approved by Government.</p>	<p>Notes taken to Manual</p>
<p>O.P.W.D. Code Amendment 2006</p> <p>II. Power to accord technical sanction</p> <p>Para - 6.3.2. The following officers are empowered to accord technical sanction to detailed estimates for works subject to the under mentioned limits which are exclusive of charges for general establishment and tools and plant.</p> <p>Amendment to Para 6.3.2 of O.P.W.D., Vol. I</p> <p>The following monetary limit shall be substituted in place of the existing limit under Para 6.3.2. of the O.P.W.D, Vol. I.</p> <ol style="list-style-type: none"> 1. Engineer-in-Chief Full Power 2. Chief Engineer Full Power 	<p>II. Power to Accord Technical Sanction</p> <p>6.3.2 The Powers to accord technical sanction to detailed estimates for works are exclusive of charges for general establishment, <i>tools & plant and contingency</i> and are given under item 2 (a) and 2 (b) of Annexure 6.1B of Manual.</p>



Existing As Is Provision	Suggested Provision
<p>3. Superintending Engineer (a) Original Works Rs. 3.00 Cr (b) Repairs Works Full Powers</p> <p>4. Divisional Officers (a) Original Works Rs. 50.00 Lakhs (b) Repairs Works Rs. 50.00 Lakhs</p>	
<p>Notes: (I) The powers indicated above will be exercised by the public works officers of the concerned branch of public works (Civil, Electrical and Public Health). (II) Any group of works which forms one project, shall be considered as one work and the necessity of obtaining sanction of higher authorities cannot be dispensed with for the fact that the cost of each component work in the project is within the sanctioning power of the sub-ordinate authorities (In this connection para 6.1.3 may be seen).</p>	<p>Notes taken to Manual</p>
<p>III. Power to Pass Excess Over Technical Sanction</p> <p>Para - 6.3.3. (i) A revised estimate must be prepared when the sanction estimate is likely to be exceeded by more than 5 per cent in respect of residential buildings and by more than 10 per cent in respect of other works, except in cases provided in Note (I) to sub-paragraph (iii) and in sub-paragraph (iv) below.</p> <p>(ii) The powers of officers-in-charge of public works to accord technical sanction to revised estimates are the same as their power to accord sanction to original estimates.</p> <p>(iii) A public works officer may pass excess over estimates</p>	<p>III. Power to Pass Excess over Technical Sanction</p> <p>6.3.3 i. A revised estimate must be prepared when the sanction estimate is likely to be exceeded by more than 10 percent except in cases provided in Note (1) to sub-paragraph (iii) and in sub-paragraph (iv) below.</p> <p>ii. No Change</p>



Existing As Is Provision	Suggested Provision								
<p>provided that the excess is not more than 5 per cent of the amount sanctioned and the total amount of the sanctioned estimate plus such excess does not exceed the amount upto which he is entitled to accord sanction to an original estimate.</p>	<p>iii. A public works officer may pass excess over estimates provided that the excess is not more than 10 per cent of the amount sanctioned and the total amount of the sanctioned estimate plus such excess does not exceed the amount upto which he is entitled to accord sanction to an original estimate.</p>								
<p>Notes : (I) As an exception to sub-para (III), above the following officers may, incur excess expenditure on sanctioned estimates for repairs to buildings irrespective of the total amount of the sanctioned estimate upto the following limit:</p> <table data-bbox="309 708 743 890"> <thead> <tr> <th></th> <th>Rs.</th> </tr> </thead> <tbody> <tr> <td>Chief Engineer</td> <td>1,000</td> </tr> <tr> <td>Superintending Engineer</td> <td>500</td> </tr> <tr> <td>Divisional Officer</td> <td>250</td> </tr> </tbody> </table> <p>(II) No officer of public, work under various Departments of Government is entitled to pass any excess over a revised estimate sanctioned by a higher authority than himself.</p> <p>(iv) When excess occurs at such an advanced period in the construction of a works so as to render the submission of a revised estimate purpose less and the completion report is utilised as such lower than that of a Superintending Engineer, may pass the completion report, if the total expenditure in question is not greater than that which he is empowered to sanction in case of revised estimate under sub-para (ii) above, when it is beyond the powers of the Superintending Engineer to</p>		Rs.	Chief Engineer	1,000	Superintending Engineer	500	Divisional Officer	250	<p>Deleted</p> <p>Note:</p> <ol style="list-style-type: none"> 1. No Change 2. No Change
	Rs.								
Chief Engineer	1,000								
Superintending Engineer	500								
Divisional Officer	250								



Existing As Is Provision	Suggested Provision
<p>pass the excess as shown in the completion report, the same shall be submitted to the Chief Engineer, who in his turn will submit it to Govt., if he is not empowered to deal with the excess (See Para 3.12.6.)</p> <p>(v) In case of productive public works, the powers of passing excess over detailed estimates, as stated, in this sub para, can be exercised so long as the total project estimate is not exceeded, by more than 5 percent.</p>	<p>Deleted</p>
<p>IV. Purchase, Manufacture and Repairs of Stores</p>	<p>IV. Purchase, Manufacture and Repairs of Stores</p>
<p>(a) General</p>	<p>a. General</p>
<p>Para - 6.3.4, The stores of the Departments in charge of public works are divided into the following classes, viz. (i) stock or general stores, (ii) tools and plant, (iii) road metal, and (iv) materials charged direct to works. The Divisional Officer is responsible that proper arrangements are made throughout his Division for the custody of stores and protection thereof from deterioration fire etc. Unless there are orders to the contrary, the officer in charge of a Sub-division is responsible for the correctness of accounts relating to the stores belonging to it.</p>	<p>6.3.4 The stores of the Departments in charge of public works are divided into the following classes, viz. (i) tools and plant (ii) materials charged direct to works. The Divisional Officer is responsible that proper arrangements are made throughout his Division for the custody of stores and protection thereof from deterioration fire etc. Unless there are orders to the contrary, the officer in charge of a Sub-division is responsible for the correctness of accounts relating to the stores belonging to it.</p>
<p>(b) Power to Sanction Estimates for Purchase of Stores, Tools and Plant etc.</p>	<p>b. Power to Sanction Estimates for Purchase of Stores, Tools and Plant etc.</p>
<p>Para - 6.3.5. The following are the powers of the public works officers estimates for purchase of stock, tools and plant, manufacture and repairs of tools and plant:</p> <p>Amendment to Para 6.3.5 of O.P.W.D., Vol. I, Dt. 17.05.2006</p>	<p>6.3.5 Powers of the public works officers to sanction estimate for Purchase of tools and plants, repairs of tools and plants are given under item 3 (a) & (b) of Annexure 6.1B of Manual.</p>



Existing As Is Provision					Suggested Provision																				
<p>Following the powers of the public works officers to sanction estimate for purchase of stock, tools and plants, manufacture and repairs of tools and plants –</p> <table border="1"> <thead> <tr> <th></th> <th>Particular</th> <th>CE</th> <th>SE</th> <th>DO</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Tools & Plants (New Supply)</td> <td>10.00 Lakhs</td> <td>2.50 Lakhs</td> <td>10,000/-</td> </tr> <tr> <td>2.</td> <td>Tools and Plants (Repairs and Carriage)</td> <td>Full Powers</td> <td>1.00 Lakhs</td> <td>20,000/-</td> </tr> <tr> <td>3.</td> <td>Stock</td> <td>Full Powers</td> <td>10.00 Lakhs</td> <td>2.00 Lakhs</td> </tr> </tbody> </table> <p>2. Note from I to IX under existing para remains unaltered.</p>						Particular	CE	SE	DO	1.	Tools & Plants (New Supply)	10.00 Lakhs	2.50 Lakhs	10,000/-	2.	Tools and Plants (Repairs and Carriage)	Full Powers	1.00 Lakhs	20,000/-	3.	Stock	Full Powers	10.00 Lakhs	2.00 Lakhs	
	Particular	CE	SE	DO																					
1.	Tools & Plants (New Supply)	10.00 Lakhs	2.50 Lakhs	10,000/-																					
2.	Tools and Plants (Repairs and Carriage)	Full Powers	1.00 Lakhs	20,000/-																					
3.	Stock	Full Powers	10.00 Lakhs	2.00 Lakhs																					
<p>Notes : (I) Except in a case of purchase or manufacture not exceeding Rs. 1,000.00 for which estimates may not be required stores including tools and plant, can only be purchased or manufactured against the sanctioned estimates;</p> <p style="text-align: center;">(Substituted by works Deptt. No. 17948 dt. 16.8.1991. w.e.f. 16.8.91)</p>					Notes taken to Manual																				
<p>(II) In case of stock including tools and plant, the sanctioned estimates will lapse at the close of the financial year to which the estimates relate.</p>																									
<p>(III) Orders in case of stock including tools and plant, place against the sanctioned estimates, but the same not being received before the end of the financial year, fresh estimates, subject to the budget provision, should again be prepared.</p>																									
<p>(IV) The estimates sanctioned under tools and plant i.e. 'new supply' and 'repairs and carriage' should be limited to the budget provision.</p>																									
<p>(V) A provision-slip should be attached to each estimate</p>																									



Existing As Is Provision	Suggested Provision
<p>showing the budget provision upto the date of sanction and the balance amount available. The same procedure shall also be followed in case of special tools and plant.</p>	
<p>(VI) When it is proposed to purchaser materials directly chargeable to work, there should be a specific provision on the original estimate for the value and quantity of materials.</p>	
<p>(VII) Whenever it is considered desirable to manufacture or collect materials, such as road metal, etc. involving an outlay of Rs. 10,000 or more for use in a number of sanctioned works be prepared and approved by such Superintending Engineer before the collection or manufacturer of materials Collection of roads metal for works not proposed to be taken up during that year is prohibited unless in exceptional cases specified order are obtained from the Chief Engineer.</p>	Deleted
<p>(VIII) When estimates for purchase of stock for the Division are prepared, the materials available in the Division should be taken into account and the estimate for the balance only should be prepared, subject to the sanctioned reserve stock limit.</p>	Deleted
<p>(IX) Estimates should not be split up to avoid obtaining sanction from a higher authority.</p>	Notes taken to Manual
<p>GOVT. INSTRUCTION Power to sanction estimate for purchase of stores, T. and P. etc. : I am directed to say that the S.E. Mechanical (R & B) Circle, Bhubaneswar sought for clarification as to whether the power prescribed under para 6.3.5 of OPWD Code Vol. I is available to Engineers belonging to mechanical wing. The matter was discussed in the codes Revision Committee Meeting held on</p>	Deleted



Existing As Is Provision	Suggested Provision
<p>20.4.88. The members opined that in absence of any stipulation in the above para, since the power has not been delegated to Engineers of any particular wing, the estimate available to Engineers irrespective of their wing provided that are concerned with the items Specified thereon.</p> <p>It is therefore, clarified that there may not be any objection to exercise the powers under para 6.3.5 of OPWD code Vol. I so far as the mechanical Engineer of the Departmental are concerned, subject to the above condition.</p> <p>(Work. Deptt. No. 157731, Dt. 23.06.88)</p>	
<p>(c) Purchase of Stores</p>	<p>c. Purchase of Stores</p>
<p>Para - 6.3.6. The powers of public works officers to purchase or manufacture stores shall be the same as that of their powers for sanctioning estimates for purchase etc. under para 6.3.5 subject to the following conditions.</p> <p>(i) In the case of purchase of stores, the provisions of the rules for the supply of articles for public service should be strictly followed.</p> <p>Ordinarily materials should be purchased only for works in progress and no reserve of stock should be kept except with the specific sanction and upto monetary limit to be prescribed by Government for each year. If such a reserve has been sanctioned, the public works officers are authorised to purchase upto the power delegated to them, subject to the condition that the purchase and issue of stock should be so regulated that the stock in hand at any time does not exceed the sanction limit.</p> <p>(ii) Indents for stores for which rate/ running contracts exist, be</p>	<p>6.3.6 No Change</p> <p>i. No Change</p> <p>ii. Indents for stores for which rate/ running contracts exist, be placed on the Director</p>



Existing As Is Provision	Suggested Provision
<p>placed on the Director General of Supplies and Disposals by the officers declared as Direct Demanding Officer. The procurement of steel and cement should invariably be made through the appropriate authority if any Government of India irrespective of the value of orders. In case of materials for which the State Purchasing Organisation (Director, Export Promotion and Marketing) has entered into rate contract, the requiring. Divisions should place indents on the manufacturers or their supply agencies (See also Appendix VI for purchase of materials).</p> <p>(iii) Purchase of jeeps, station-wagons and other vehicles for transport of-officers and staff should have prior approval of the Administrative Department and also the concurrence of the Finance Department.</p> <p>(iv) Purchase of tools and plant like trucks, dumpers, road rolls, earth-moving machinery, etc., should have prior approval of the Administrative Department. This does not require the concurrence of Finance Department. But concurrence of the Financial Adviser of the Department concerned should be obtained. Livestock can only be purchased with the sanction of the Administrative Department.</p> <p>(v) Purchase of and repairs to office furniture including office cycles are governed by normal financial rules applicable to other Civil Departments. In case of repairs to motor vehicles and other machinery, it should be seen in all cases that these have not gone beyond economic repairs. The "scales prescribed by Govt.</p>	<p>General of Supplies and Disposals by the officers declared as Direct Demanding Officer. The procurement of steel and cement should invariably be made through the appropriate authority if any Government of India irrespective of the value of orders. In case of materials for which the State Purchasing Organisation (Director, Export Promotion and Marketing) has entered into rate contract, the requiring. Divisions should place indents on the manufacturers or their supply agencies (see also Procurement Manual for purchase of materials).</p> <p>iii. No Change</p> <p>iv. Purchase of machinery like trucks, dumpers and road roller by executing Department should be discouraged except where particular difficulties are faced in select areas. Contractors are expected to own them or hire/ lease them from private sector sources.</p> <p>v. No Change</p>



Existing As Is Provision	Suggested Provision
<p>is regard to repairs of motor vehicles should be observed.</p> <p>(vi) If any of the stores cannot be procured in the manner indicated above, the requirements of the Division should be met by local purchase. In all cases, where local purchase is resorted to quotations or tenders as the case may be, should be invited from manufacturers, authorised distributors and recognised dealers so get the materials at competitive.</p> <p>(vii) When a public works officer carries out work for any of the local bodies, the said rules shall apply, except when the local body specialty desires to have the stores purchased otherwise, and the Government have accorded approval thereto.</p> <p>(viii) Rush expenditure on the purchase of stores at the close of the financial year should be avoided. The indents on the Director General of Supplies and Disposals should be placed by the indenting authorities upto the 1st of February every year as there is little likelihood of supplies being materialised and payment being made within the financial year, if the indents are placed after that date.</p> <p>(ix) In case of extreme urgency, local purchase of stock, borne on Director General of Supplies and Disposals rate/running contract or covered by State Purchasing Organisation circulars may be made by the Director Demanding, Officer, provided that total purchase is limited to Rs. 50,000 per item per annum. A record of all such purchases should be kept and progressive total struck to watch the annual limit.</p> <p>(x) Purchase of materials other than those indicated in sub-para</p>	<p>vi. No Change</p> <p>vii. No Change</p> <p>viii. No Change</p> <p>ix. In case of extreme urgency, local purchase of stock, borne on Director General of Supplies and Disposals rate/ running contract or covered by State Purchasing Organisation circulars may be made by the Director Demanding, Officer, provided that total purchase is limited to Rs. 2,00,000 per item per annum. A record of all such purchases should be kept and progressive total struck to watch the annual limit.</p> <p>x. Purchase of materials other than those indicated in sub-para (ii) above costing Rs. 7 Crore (in respect of Department where there is no post of EIC) and above Res. 10 Crores (where there is post of EIC) at a time would require the approval of the Administrative</p>



Existing As Is Provision	Suggested Provision																								
<p>(ii) above costing Rs. 25 lakhs and above at a time would require the approval of the Administrative Department (See para 6.3,15).</p> <p>(xi) The purchase orders should not be split up with a view to avoid obtaining approval of a higher authority.</p> <p>(xii) In all cases, orders should be placed by the Divisional Purchase Officer after approval of the tender or quotation for the materials by the competent authority.</p> <p>(xiii) A register of purchase orders should be maintained so as to watch the number of order placed for various materials during the financial year and materials received against each order.</p>	<p>Department</p> <p>xi. No Change</p> <p>xii. No Change</p> <p>xiii. No Change</p>																								
<p>V. Write Off/ Disposal of Stores Etc.</p> <p>Para - 6.3.7. The following powers are exercised by officers of the departments in charge of public works in relation to sale, disposal and write of stores and cash. The powers to write off losses should be exercised provided that the loss does not disclose a defect in the system, the amendment of which requires the orders of Government and that there has not been serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action.</p>	<p>V. Write Off/Disposal of Stores Etc.</p> <p>6.3.7 The Powers are exercised by officers of the Departments in charge of public works in relation to sale, disposal and write of stores and cash are given under item no 4 (a) to (j) of Annexure 6.1B of Manual.</p>																								
<table border="1"> <thead> <tr> <th></th> <th>Particulars</th> <th>Administrative Department</th> <th>CE</th> <th>SE</th> <th>DO</th> </tr> <tr> <th></th> <th>(1)</th> <th>(2)</th> <th>(3)</th> <th>(4)</th> <th>(5)</th> </tr> <tr> <th></th> <th></th> <th>Rs.</th> <th>Rs.</th> <th>Rs.</th> <th>Rs.</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>Loss due to depreciation</td> <td>Full Powers</td> <td>20,000</td> <td>10,000</td> <td>Nil</td> </tr> </tbody> </table>		Particulars	Administrative Department	CE	SE	DO		(1)	(2)	(3)	(4)	(5)			Rs.	Rs.	Rs.	Rs.	(a)	Loss due to depreciation	Full Powers	20,000	10,000	Nil	
	Particulars	Administrative Department	CE	SE	DO																				
	(1)	(2)	(3)	(4)	(5)																				
		Rs.	Rs.	Rs.	Rs.																				
(a)	Loss due to depreciation	Full Powers	20,000	10,000	Nil																				



Existing As Is Provision						Suggested Provision
(b) i.	Loss of stores due to theft, fraud or negligence of individual.	20,000	10,000	1,000	100	
ii.	Loss of stores not due to the theft, fraud or negligence of individual	50,000	10,000	1,000	100	
iii.	Loss of cash either under (b) (i) or (b) (ii)	4,000	2,000	Nil	Nil	
(c)	Issue of orders declaring stores other than those referred to under (a) and (b) above, surplus or unserviceable the original purchase value of articles being estimated if not known.	Full Powers	50,000	25,000	1,000 not exceeding 5,000/- in a year	
(d)	Issue of orders for disposal of stores, declared by competent authority to be surplus or unserviceable.	(Vide Works Deptt. No. 24185, dt. 25.09.1993) (See Appendix XIX)				
(e)	Sale to private persons at full value plus 10 per cent (unless waived by the SE in respect of surplus stock which in his opinion would otherwise be	Full Power	20,000	10,000	2,000	



Existing As Is Provision						Suggested Provision					
	unsalable), provided the sale does not cause any inconvenience to the public service										
(f)	Write off from returns of tools and plant of article of which full value has been recovered	-	-	-	Full Power						
(g)	Write off from returns of tools and plant of article of which full value has been recovered	Full Powers	5,000	1,000	200						
(h)	Adjustment of losses on manufacturing account	-	-	Full Powers	10 per cent on estimated rate of out turn						
<p>Notes : (I) Loss under (a) above may be due to</p> <ul style="list-style-type: none"> (i) normal fluctuation in market price, (ii) wear and tear, (iii) lack of foresight in regulating purchase and (iv) negligence after purchase. <p>(II) Power under clauses (b)(i) and (ii) above will be exercised in- respect of actual losses of stores as opposed to losses of stock due to depreciation. Losses under (b)(ii) may be due to an act of .nature, and other calamities or accidents such as fire enemy action, obsolescence etc.</p> <p>(III) The officer should himself verify the articles mentioned in the survey report and record facts in the sanction order, before sanctioning any survey report under clause (c). When it</p>						<p>Notes taken to Manual</p>					



Existing As Is Provision	Suggested Provision
<p>is not with in the power of the Chief Engineer, he should himself furnish a certificate with his recommendation to the Administrative Department.</p> <p>(IV) The authority issuing orders clause (d) should, after the disposal of stores of which value accounts are kept, determine and intimate to Audit the net amount to be written off to the final head (to be specified) as 'Loss on stock',</p> <p>(V) To take action under clause (a) above, see also paragraph 7.2.22 of C.P.W.A. Code. The recovery in all such cases should be made in cash in advance.</p> <p>(VI) Full value or book value means the cost on acquisition</p> <p>(VII) In respect of clause (f), the recovery may be in full, either by depreciation due to constant use of tools and plant or by cash on account of loss.</p> <p>Where part recovery has been made by depreciation or when recovery has been made partly by depreciation and partly by cash, clause (g) may be referred to.</p>	
<p>VI. Sale or Dismantlement or Write off of Public Buildings</p> <p>Para - 6.3.8. No public which is not purely a temporary structure old or dismantled Without the previous sanction of Government in the Administrative Department, if its book value exceeding Rs. 50,000.</p> <p>Note: (I) Unless it is ascertained from the collector of the District that any building is not required by any other Department of the Government of India or any other public undertaking; no building should be sold.</p> <p>(II) No building should be demolished unless if is in a dangerous</p>	<p>VI. Sale or Dismantlement or Write off of Public Buildings</p> <p>6.3.8 No public building which is not purely a temporary structure should be sold or dismantled without the previous sanction of Government in the Administrative Department, if its book value exceeds Rs. 5 Lakhs.</p> <p>Note: (1) No Change</p> <p>2. No Change</p>



Existing As Is Provision	Suggested Provision
<p>condition and beyond economical repairs. If it is decided by the Chief Engineer that a building is in a dangerous condition the same may be demolished departmentally after the order of write off is issued by the competent authority. Materials obtained after dismantlement may be taken to stock for use on other work or disposed of otherwise.</p> <p>(III) Sale of building along with land would require the concurrence Finance and Revenue Departments.</p>	<p>3. No Change</p>
<p>Para - 6.3.9. The following procedure should be observed for disposal of Government building without land :</p> <p>(i) Sale or dismantlement or write off should be sanctioned by the competent authority.</p> <p>(ii) After the sale or write off is sanctioned by the competent authority a copy of the sanction will be endorsed to the Chief Engineer, who will in all cases, fix the reserve price in accordance with principles laid down in Chapter IV Para 4.4.3 of Manual Appendix XIII for valuation of buildings for the purpose of fair rent taking into consideration, the life and condition of the buildings subject to the minimum as under :</p> <p>(a) Six percent of the value of the building portion on the basis of current cost of replacement thereof, plus.</p> <p>(b) Twenty-five per cent of the value of electrical and water supply installations on the basis of their current cost of replacement.</p> <p>(iii) The Divisional Officer in charge, will then dispose of the building either by call of tender or by public auction giving wide publicity to ensure keen competition.</p>	<p>6.3.9 No Change</p> <p>i to iii No Change</p>



Existing As Is Provision	Suggested Provision								
<p>(iv) The authorities competent to accept the highest bid/ tender at or exceeding the reserve price received in the auction/ tender and their financial power in this regard are as under :</p> <table border="1" data-bbox="168 523 943 722"> <thead> <tr> <th>Value of the building on the basis of current cost of replacement thereof</th> <th>Authority to accept the bid/tender</th> </tr> </thead> <tbody> <tr> <td>Up to Rs. 50,000</td> <td>Divisional Officer</td> </tr> <tr> <td>Exceeding Rs. 50,000 but not Exceeding Rs. 2 lakhs</td> <td>Superintending Engineer</td> </tr> <tr> <td>Exceeding Rs. 2 lakhs</td> <td>Chief Engineer</td> </tr> </tbody> </table>	Value of the building on the basis of current cost of replacement thereof	Authority to accept the bid/tender	Up to Rs. 50,000	Divisional Officer	Exceeding Rs. 50,000 but not Exceeding Rs. 2 lakhs	Superintending Engineer	Exceeding Rs. 2 lakhs	Chief Engineer	<p>iv. The authorities competent to accept the highest bid/ tender at or exceeding the reserve price received in the auction/tender and their financial power in this regard are described under Item No. 5 (a) of Annexure 6.1B of Manual.</p>
Value of the building on the basis of current cost of replacement thereof	Authority to accept the bid/tender								
Up to Rs. 50,000	Divisional Officer								
Exceeding Rs. 50,000 but not Exceeding Rs. 2 lakhs	Superintending Engineer								
Exceeding Rs. 2 lakhs	Chief Engineer								
<p>The description to accept bid/tender below the reserve price should be exercised by the next higher authority competent to accept the bid/tender under sub-paragraph (iv) above and in respect of buildings exceeding Rs. 2 lakhs, the Chief Engineer should refer the matter to Government for a decision with the concurrence of the Finance Department.</p> <p>Acceptance of bid/ tender in respect of which only one tender is received, the powers of various public works officers will be as follows:</p> <ul style="list-style-type: none"> (a) Divisional Officer Rs. 10,000 (b) Superintending Engineer Rs. 50,000 (c) Chief Engineer Rs. 1 Lakh <p>Where disposal of a building without land has been sanctioned by the competent authority, the dismantled materials should be disposed of by the concerned Divisional Officer either by call of tender or by public auction.</p>	<p>Taken to Manual</p> <p>v. Acceptance of bid/ tender in respect of which only single tender is received, the powers of various public works officers are given in Item No. 5 (b) of Annexure 6.1B of Manual.</p> <p>Deleted</p>								



Existing As Is Provision	Suggested Provision
<p>Notes: (I) With reference to the current cost of replacement, the reserve price for such materials should be fixed by the Divisional officer and approved by the Superintending Engineer.</p> <p>(II) The Divisional Officer shall accept the highest bid/ tender at or exceeding the reserve price. The description to accept the bid or tender below the reserve price shall be exercised by the Superintending Engineer.</p> <p>(III) In case of emergency, buildings instead being dispose of by call of tenders may be dismantled departmentally with the prior sanction of the Administrative Department. The-materials obtained after dismantlement should be recorded in the Measurement Book and taken to stock. If the materials are not required for department use, the same may be disposed of in the manner indicated above.</p>	<p>Notes taken to Manual</p>
<p>Para - 6.3.10. Purely temporary structures erected during the construction of works may on completion of the work or when the purpose for which they were erected has been served, be sold or dismantled under the sanction of the Divisional Officer. If the structure is proposed to be sold without land, the Divisional Officer may fix the reserve price taking into consideration the life, condition of the structure and other local conditions subject to the minimum as under :</p> <p>(i) Six per cent of the value of the building portion on the basis of current cost of replacement thereof; plus</p> <p>(ii) Twenty five per cent of the value of the Electrical and Water supply installations on the basis of their-current cost of replacements. If the Divisional Officer, after due consideration,</p>	<p>6.3.10 No Change</p>



Existing As Is Provision	Suggested Provision
<p>purpose to fix a reserve price lower than the above, he will obtain the prior approval of the Superintending Engineer. He will, then, put the structure to auction after due publicity to ensure keen competition. He will be competent-to accept the highest bid at or exceeding the reserve price. The discretion to accept bids below the reserve price shall be exercised by the Superintending Engineer.</p>	
<p>Para - 6.3.11. The following powers shall be exercised by the public works officers in relation to sanction of survey report for sale, dismantlement and write off of public buildings borne in the books of - Departments in charge of public works.</p> <p>1. Chief Engineer: Buildings, the book value (not depreciated value) of which does not exceed Rs. 50,000 each.</p> <p>2. Superintending Engineer: Buildings, the book value (not depreciated value) of which does not exceed Rs. 20,000 each.</p> <p>Sanction of Government should be obtained where the book value of the building exceeds Rs. 50,000.</p> <p>Notes: (I) For purpose of determining the sanctioning authority the book value of individual building and not all the buildings decided for sell or dismantled or write off should be taken, where several buildings are situated in a compound.</p> <p>(II) When it is proposed to sell or dismantle a portion of the buildings, the value of the entire building and not a portion shall be taken for the purpose of determining the authority competent to sanction it.</p>	<p>6.3.11 The Powers in relation to sanction of survey report for sale, dismantlement and write off of public buildings borne in the books of Departments in charge of public works are given under Item No. 6 of Annexure 6.1B of Manual.</p> <p>Notes taken to Manual</p>
<p>Para --6.3.12. During construction, works like railway lines, water works roads, bridges, temporary buildings, etc., are taken</p>	<p>6.3.12 No Change</p>



Existing As Is Provision	Suggested Provision
<p>up for the execution of the main project. These works may be abandoned after completion of the project under the sanction of the Chief Engineer and the materials obtained after dismantlement may be disposed of in the manner indicate din Sub-para, (v) above. Works like embankment, Irrigation canals, bridges, etc. which has been maintained for several years, can only be abandoned after obtaining specific orders of Government.</p>	
<p>Para - 6.3.13. Sale or transfer of land of building from one Department of Govt. to another will be regulated by the provisions of paragraphs 280 to 284 of Odisha General Financial Rules Vol. I.</p>	<p>6.3.13 No Change</p>
<p>VII. Alterations in Designs and Specifications</p>	<p>VII. Alterations in Designs and Specifications</p>
<p>Para - 6.3.14. (a) An officer of the Department in charge of public works can sanction alterations in designs and specifications provided such alterations do not materially affect the size or scope of the project and provided they do not result in an increase in cost beyond the limit of his powers to deal with excess over the estimate. (b) In cases where the estimates and designs have been technically approved by a higher authority, prior approval of that authority should be obtained before such alterations. But in case of trifling alterations during construction, the Divisional Officer can sanction the same under intimation to the all sanctioning authority.</p>	<p>6.3.14 No Change</p>
<p>O.P.W.D. Code Amendment 2006 VIII. Acceptance of Tenders Amendment to Para 6.3.15 of</p>	<p>VIII. Acceptance of Tenders</p>



Existing As Is Provision	Suggested Provision
O.P.W.D., Vol. I Dt. 17.05.2006	
Para - 6.3.15. A public works officer may accept a tender for a work upto the amount to which he is authorized to accord technical sanction to estimates provided that any provision in the tender does not infringe any standard rule or order of a higher authority and that no provision involves an uncertain or indefinite liabilities or any condition of an unusual character. (See also para 3.5.4)	6.3.15 A public works officer may accept a tender for a work upto the amount to which he is authorized to accord technical sanction to estimates provided that and procedure as prescribed in procurement manual has been fulfilled and also that any provision in the tender does not infringe any standard rule or order of a higher authority and that no provision involves an uncertain or indefinite liabilities or any condition of an unusual character. The tender finalisation power of Administrative Department and PWD Officers are given in Annexure 6.1B of Manual item no. 7,8 & 9.
Note - I: The Department/ Wings where there is post of Engineer-in-Chief tenders for works above Rs. 7 crores should be referred to the Administrative Department who will refer it to a Committee the Administrative Department, Secretary of the Finance Department of the consisting of Secretary of the Law Department and Chief Engineer concerned. The Financial Adviser of Assistant Financial Adviser of the Department will act as member Secretary of the committee, Secretary of the Finance Department and Secretary of Law Department may send their representative not below the rank of Deputy Secretary of the respective Departments, if they so desires. In case the members of the Committee comes to a unanimous decision. Such recommendation of the Committee should be communicated to the Chief Engineer after obtaining orders of the Govt. in Administrative Department. In case the members express divergent views of any point, final decision in the Administrative Department be taken after obtaining orders, of Government.	Note: 1. The Department/ Wings where there is post of Engineer-in-Chief tenders for works above Rs. 10 crores should be referred to the Administrative Department who will refer it to a Committee the Administrative Department, Secretary of the Finance Department of the consisting of Secretary of the Law Department and Chief Engineer concerned. The Financial Adviser of Assistant Financial Adviser of the Department will act as member Secretary of the committee, Secretary of the Finance Department and Secretary of Law Department may send their representative not below the rank of Deputy Secretary of the respective Departments, if they so desires. In case the members of the Committee comes to a unanimous decision. Such recommendation of the Committee should be communicated to the Chief Engineer after obtaining orders of the Govt. in Administrative Department. In case the members express divergent views of any point, final decision in the Administrative Department be taken after obtaining orders, of Government.
Note - II: The Departments/ Wings where there is no Engineer-in-Chief, tenders for works above Rs. 5 crores should be referred	2. The Departments/Wings where there is no Engineer-in-Chief, tenders for works above Rs. 7 crores should be referred to the Administrative Department for finalization of tender as



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<p>to the Administrative Department for finalization of tender as per procedure mentioned in Note I.</p>	<p>per procedure mentioned in Note I.</p>
<p>Note - III: Finalisation of tender for the works above Rs. 2 crores and upto Rs. 5 crores will be done at the level of Chief Engineer through a tender committee constituted with concerned Chief Engineer as Chairman. Superintending Engineer of the same office and Superintending Engineer of concerned circle as members and Financial Advisor/ AFA/ Accounts Officer of the same office as Member Secretary. Similarly, finalization of tender for the works above Rs. 5 crores and upto Rs. 7 crores will be done at the level of Engineer-in-chief through a tender committee constituted with Engineer-in-chief as Chairman concerned Chief Engineer as member and Financial Advisor/ AFA/ Accounts Officer of the same office as member Secretary. In case of divergent views of tender committee, final decision will be taken by next higher authority. For this purpose Engineer-in-chief will be treated as next higher authority of Chief Engineer, where there is no post of E.I.C. the matter will be referred to the Administrative Department.</p>	<p>3. Finalisation of tender for the works above Rs. 4 crores and upto Rs. 7 crores will be done at the level of Chief Engineer through a tender committee constituted with concerned Chief Engineer as Chairman. Superintending Engineer of the same office and Superintending Engineer of concerned circle as members and Financial Advisor/ AFA/ Accounts Officer of the same office as Member Secretary. Similarly, finalization of tender for the works above Rs. 7 crores and upto Rs. 10 crores will be done at the level of Engineer-in-chief through a tender committee constituted with Engineer-in-chief as Chairman concerned Chief Engineer as member and Financial Advisor/ AFA/ Accounts Officer of the same office as member Secretary. In case of divergent views of tender committee, final decision will be taken by next higher authority. For this purpose Engineer-in-chief will be treated as next higher authority of Chief Engineer, where there is no post of E.I.C. the matter will be referred to the Administrative Department.</p>
<p>*Note - IV : Sub-divisional Officers, Divisional Officers, Superintending Engineers and the Chief Engineer can accept tenders, although the rates quoted are 25 per cent above the estimated rates on any individual item, subject to the condition that the excess so allowed on the whole does not go beyond the value determined on the basis of the current Schedule rates by 15% ²[when the tendered rate exceeds 25 per cent on any individual item as compared to the estimated rate of 15% of the</p>	<p>4. No change</p>



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<p>value determined on the basis of current Schedule of Rates, the approval of the next higher authority should be obtained before acceptance of the tender.] In case of item-rate contract, the accepting authority shall stipulate a condition that the quantities in respect of the items for which the quoted rates are more than 25% of the estimated rates are not allowed to be varied by more than 5%. In case in exceeds limit, approval of the next higher authority should be obtained.</p> <p>*Re numbered vide Works Deptt. L. No. 5031, Dt. 7.2.2004 Substituted by Works Deptt. O.M. No. 21666, Dt. 21.8.87 w.e.f. 21.8.1987.</p>	
<p>*Note - V : When the amount of a tender exceeds the amount of administrative approval by more than²[15 fifteen percent]) the tender accepting authority should obtain revised administrative approval or clearance from the authority competent to accord administrative approval before acceptance of the tender.</p> <p>In case of tender for repair works, if the lowest tendered amount is more than 20% of the sanctioned amount, approval of the Chief Engineer should be obtained prior to acceptance of the tender.</p>	5. No Change
<p>*Note - VI : If doubt arise about competency to sanction a special condition, the matter must be referred to the Administrative Department for orders.</p>	6. No Change
<p>*Note - VII: The power of acceptance of tender carries with it the power to execute an agreement on behalf of the Governor. A Divisional Officer can also execute an agreement on behalf of; the Governor even if the tender has been accepted by any</p>	7. No Change



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<p>higher authority. *Re-numbered vide Works Deptt. L. No. 5031, Dt. 7.2.2004 Substituted by Works Deptt. O.M. No. 12248, Dt. 30.6.94 w.e.f. 30.6.1994.</p>	
<p>GOVT. INSTRUCTION 2004 Irregular Acceptance of Tender</p>	<p>Irregular Acceptance of Tender</p>
<p>The Audit in their inspection Reports have invariably observed that tenders having value more than 10% in excess over the corresponding approved estimated cost particularly for lumpsum tenders to the work like Construction of U.G.R., B.H.R., Water Treatment Plant etc. have been accepted without approval of the competent authority. In such cases requests for post facto approval of those tenders are received by this office long after execution of the work.</p> <p>In this connection, it is to mention here that as per the provision under Para 6.3.15 of the O.P.W.D. Code read with Govt. of Odisha, F. D. O.M. No, WF. 1.94/45319/F.; dated 29.10.98 a Public Works Officer may accept a tender for work up to the amount to which he is authorised to accord technical sanction provided the tender amount is within 10% in excess over the corresponding estimate cost and all other conditions are satisfied within the para meter of the codal provisions. Where the tender value exceeds by more than 10% of the approved estimated cost, approval of the next higher authority is required before acceptance of the tender.</p> <p>In view of above, it is requested that the tender, where the tender value is more than 10% in excess over the approved</p>	<p>A Public Works Officer may accept a tender for work up to the amount to which he is authorised to accord technical sanction provided the tender amount is within 10% in excess over the corresponding estimate cost and all other conditions are satisfied within the para meter of the codal provisions. Where the tender value exceeds by more than 10% of the approved estimated cost, <i>the tender up to 15% above the estimated cost may be accepted with the approval of the next higher authority. For tenders beyond 15% of the estimated cost, approval of Finance Department shall be obtained before acceptance of tender.</i></p>



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<p>estimated cost irrespective of the nature of the work, the tender may be accepted after approval of the competent authority as per the codal provision to avoid future audit objection. (Memo No. 7464., Dt. 13.07.2004)</p>	
<p>IX. Sanction of Payment for Extra Item Substituted Item Extra Quantities and other Items to Contracts</p>	<p>IX. Sanction of Payment for Extra Item Substituted Item Extra Quantities and other Items to Contracts</p>
<p>Para 6.3.16. Extra items of work are those which are not covered under the original agreement for the execution of a work and consist of new and/or substituted items. (i) New items of work are items which are completely new and are in addition to the items in the contract. These are known as extra and additional items. (ii) Substituted items are those items which substitute the existing ones or are taken up in lieu of those already provided for in the contract. (iii) Extra quantities are those executed in excess of the quantities mentioned against each item in the agreement.</p>	<p>6.3.16 No Change</p>
<p>Para - 6.3.17. The public works officers will exercise the following powers for sanctioning rates for extra/ substituted items and for approving deviations in quantities in respect of a contract:-</p>	<p>6.3.17 The public works officers will exercise the powers for sanctioning rates for extra/substituted items and for approving deviations in quantities in respect of a contract as given in Item No. 12 of Annexure 6.1B of Manual.</p>
<p>Chief Engineer - Full power, subject to the condition that the net value of the extra/ substituted items and extra quantities shall be with 10 per cent of the value of the contract accepted by any authority.</p>	
<p>(i) Superintending Engineer - Can sanction rates for</p>	



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<p>extra/substituted items and approve deviation in quantities so long as the net value of all these items remains within 10 per cent of the value of the contract accepted by any authority or Rs. 50,000 whichever is less.</p> <p>(ii) Divisional officer - Can sanction rates for extra/ substituted items and approve deviations in quantities, so long as the net value of all these items remains within 5 per cent of the value of the contract accepted by any authority or Rs. 10,000, whichever is less.</p> <p>Within this limit, he may also sanction rates which cannot be derived either from the agreement or Schedule of Rates, upto Rs. 2,000 only in respect of each contract.</p> <p>(iii) Subdivisional Officer- Can sanction rates for extra/ substituted items and approve deviations in quantities, so long as the net Z approval obtained.</p> <p>(No. 14248/W Dt. 30-06-94)</p> <p>(a) While exercising the above powers, a higher authority should also take into account the sanctions accorded by the subordinate authorities in respect of each contract.</p>	
<p>Para - 6.3.18. The powers of public works officer for sanctioning payment for items not covered under para 6.3.17 shall be followed subject to the prior approval of the next higher authority in each case.</p> <p>Chief Engineer - Upto 10 per cent of the value of the contract or Rs. 10,000, whichever is less, in respect of a contract accepted by any authority.</p> <p>Superintending Engineer - Upto.-5 per cent of the value of the</p>	<p>6.3.18 No Change</p>



Existing As Is Provision	Suggested Provision
<p>contract or Rs. 5,000 whichever is less, in respect of a contract accepted by him or by his subordinate officers.</p>	
<p>Notes: (I) Any payment beyond the above limit would require the concurrence, of Finance Department. The Chief Engineer, while exercising the above powers will take into account the sanction already accorded to by the Superintending Engineer. (II) The total value of work including the amount sanctioned for other items shall not exceed the amount of administrative approval by more than 10 per cent. If it exceeds, no payment can be made until a revised administrative approval is received or specific permission the authority competent to accord administrative approval is obtained. (III) The term 'other items' covers those item like idle labour, idle machinery, losses due to natural calamities and circumstances beyond human control, payments for which are not covered by any of the clauses of the contract. Provided that the total payment sanctioned under paras 6.3.17 and 6.3.18 above, together, shall not exceed 10 per cent of the value of the contract.</p>	<p>No Change</p>
<p>Para - 6.3.19. Deviation statement, where necessary, should be submitted to the competent authority for approval. See Note (II) below para 3.2.4</p>	<p>6.3.19 No Change</p>
<p>6.4. Miscellaneous Powers</p>	<p>6.4 Miscellaneous Powers</p>
<p>(A) Write Off of Irrecoverable Revenue Amendment to Para 6.4.1 of OPWD Code, Vol. I, Dt. 17.05.2006</p>	<p>A. Write Off of Irrecoverable Revenue</p>
<p>Para - 6.4.1. Write off of irrecoverable Revenue: The following</p>	<p>6.4.1 For Write off of irrecoverable revenue powers of PW officers are given under Item</p>



Existing As Is Provision	Suggested Provision
<p>are exercised by the officers in charge of public works, in respect of write off irrecoverable revenue provided that there has not been serious negligence of the part of some individual officer or officers.</p> <p>E.I.C/Chief Engineer Rs. 5,000/- Superintending Engineer Rs. 2,000/-</p> <p>The Officer in charge of public works will be held responsible if above power is not exercised judiciously.</p>	<p>No. 13 of Annexure 6.1B of Manual.</p>
<p>(B) Sale of Dead and Fallen Trees</p>	<p>B. Sale of Dead and Fallen Trees</p>
<p>Para - 6.4.2. The following powers are exercised by the officers of Department in charge of public works for sale and disposal of dead or fallen trees or living trees or branches thereof coming under the alignment of roads, canals etc.:</p> <p>Superintending Engineer ... Full power Divisional Officer ... Rs.500 Subdivisional Officer ...Rs.250</p> <p>Provided that the powers of the Subdivisional Officer are subject. to the following conditions :</p> <ol style="list-style-type: none"> that the sales are restricted to trees fit for use as firewood only and to those which are less than 122 cm. in girth, in the case of timber trees used for building purposes; that wide publicity of the sale is given which must be certified in the sale accounts submitted by the Subdivisional Officer; and <p>that if any objection from the public to the notice or conduct of</p>	<p>6.4.2 The powers are exercised by the officers of Department in charge of public works for sale and disposal of dead or fallen trees or branches thereof coming <i>along the</i> alignment of roads, canals etc. <i>within ROW</i> are given under Item No. 14 of Annexure 6.1B of Manual. <i>For felling of living trees permission of Forest Department shall be necessary.</i></p>



Existing As Is Provision	Suggested Provision
<p>the sale is received within a fortnight of the sale, the order of the Divisional Officer should be taken; the sale in cases where there is no such objection being-Confirmed after a fortnight. Further provided that in the case of trees of 122 cms or more in girth uses for building purpose, approval of Superintending Engineer should be obtained, irrespective of the amount upto which the Divisional Officer or Subdivisional Officer is competent as prescribed in the sub-para</p>	
<p>(C) Propaganda, Publicity and Demonstration or Exhibition</p>	<p>C. Propaganda, Publicity and Demonstration or Exhibition</p>
<p>Para - 6.4.3. The Chief Engineer may sanction expenditure not exceeding Rs. 5,000 annually, provided that in case where such propaganda, publicity and demonstration or exhibition relate to project, provision for the same should exist in the project estimate, administratively approved by the competent authority.</p>	<p>6.4.3 The Chief Engineer may sanction expenditure not exceeding Rs. 1,00,000/- annually, provided that in case where such propaganda, publicity and demonstration or exhibition relate to project, provision for the same should exist in the project estimate (including contingencies), administratively approved by the competent authority.</p>
<p>(D) Lease Agreement for Tea Stalls or Other Shops on Department Land</p>	<p>D. Lease Agreement for Tea Stalls or Other Shops on Department Land</p>
<p>Para - 6.4.4. (a) The Superintending Engineer can let out Departmental buildings on a monthly rental basis for canteen or store catering to the needs of the Departmental staff, subject to the following conditions: i. that the lessee shall vacate at a month's notice; ii. that the period of lease does not exceed a year at a time; and iii. that the lessee shall not make any additional or alteration to the existing buildings so let out. (b) The Superintending Engineer can also sanction lease of</p>	<p>6.4.4 No Change i to iii: No Change b. No Change</p>



Existing As Is Provision	Suggested Provision
Departmental land on annual rental basis for the above purpose subject to the conditions mentioned under (a) I above and that the lessee shall not raise any structure of a permanent nature on the land. A deed of agreement shall be prepared for the purpose in consultation with the Government Pleader concerned, if there is no approval from.	
Note: The Divisional Officer can enter into agreement for the above mentioned, purposes with previous sanction of the Superintending Engineer in each case.	No Change
(E) Lease of Sairats	E. Lease of Sairats
Para - 6.4.5. The public works officers can approve lease of grass, fruit and fishery in the Departmental land, trees, tank respectively, or in the irrigation and embankment works subject to the conditions that the same is leased out on auction after following the rules and procedures laid down in Appendix XXVI.	6.4.5 The public works officers can approve lease of grass, fruit and fishery in the Departmental land, trees, tank respectively, or in the irrigation and embankment works subject to the conditions that the same is leased out on auction after following the rules and procedures laid down in Appendix XII of Manual and permission of Forest Department taken.



CHAPTER **7**
SAFETY **M**ANAGEMENT



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>7 SAFETY MANAGEMENT</p>
	<p>7.1 General</p>
<p>No Provision in existing Code</p>	<p>7.1.1 The Construction and Maintenance/operation works could be hazardous unless proper safety management plan is in place and its implementation is ensured right from the planning and design stage to its implementation and operation. Various legislation like, Construction Workers Act, Workmen Compensation Act, Industrial Dispute Act cannot be taken care of without having proper safety management. The safety in construction and maintenance has many facets but it broadly relates to safety of structure, safety of workers, safety of users of the facility, safety of public in general and fire safety. This can be achieved only through a system approach by assigning duties and responsibilities to different staff of the Department. The successful implementation of safety management also depends upon commitment from all persons working in the Department including planning/design consultants, contractors, and concessionaire etc. for the implementation of SRS (Safe Road System), backed by a management system, which is intended to result in a safe road network.</p>
	<p>I. Safe Road System (SRS)</p>
	<p>7.1.2 In line with road sector policy adopted by the State, Safe Road System (SRS) shall be adopted, which is evolved admitting the fact that human body is too fragile and not able to tolerate the impact at all. In the new safety system approach, the road and vehicles are designed in such a way that it will forgive even if the road user commits a mistake. The road safety engineering interventions through all road side features shall be designed and installed giving special care and attention to Vulnerable Road Users. Moreover, all traffic control devices shall be forgiving type, implying that even if they are hit by mistake, these would absorb the impact energy to reduce the severity of crash and in this line the IRC codes and manuals are also being revised. Though a civil work contract for roads has been prepared and arranged based on earlier edition of IRC code, and if it is found that latest revision has much merits on safety aspects, then invariably the latest revision shall be applied applicable. In addition, the Govt should pursue all-encompassing policy and implementation programmes through its concerned Departments to improve the road user behaviour with the coordination of all other Stakeholders of road safety.</p> <p>7.1.3 The key objectives are to have a Safe Road System (SRS) in the State. The SRS with its management is based on the Plan-Do-Check-Act (PDCA) methodology, which is a cyclical approach requiring strong leadership and commitment from top management of all concerned Departments. The rate, extent and timescale of this continual improvement process are determined by the Department in the light of</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>economic and other circumstances. The stepwise processes are described below:</p> <p>a. Step 1: Plan</p> <ul style="list-style-type: none"> i. Identify the impacts the Department can have through SRS, and map that impact across interested parties, and determine the organisational scope of an SRS, with reference to the identified needs throughout the State’s network ii. Establish leadership commitment, adopting a long-term vision to eliminate death and serious injury in road accidents, to be achieved by incremental SRS targets, and the strategy to realise these shall be to provide capacity and resources to establish, implement, maintain and continually improve the SRS by adopting safe system approach. iii. Determine risks and opportunities to eliminate or avoid current road crash situation through assessment, wherever possible using measurable SRS objectives. <p>b. Step 2: Do</p> <ul style="list-style-type: none"> i. Implement and operate the SRS management and ensure that sufficient capacity is provided for the delivery of the key system functions. <p>c. Step 3: Check</p> <ul style="list-style-type: none"> i. Monitor and evaluate SRS performance, conduct internal audits and periodic reviews of the SRS management to identify opportunities for continual improvement, for achieving higher SRS results and for necessary changes in the SRS strategy and targets. <p>d. Step 4: Act</p> <ul style="list-style-type: none"> i. Improve the SRS management on a continual basis following review of SRS performance against SRS objectives and targets. SRS management system shall evaluate performance, deficiencies and nonconformities, which will suggest corrective action and opportunities for preventive action aimed at reducing the incidence and risk of death and serious injuries in road traffic crashes.
	<p>II. Coordination</p>
	<p>7.1.4 A successful SRS management is based equally on coordination horizontally across different organisations (whether in different locations, or responsible for different functions) and interested parties (whether public or private organisations), and vertically within each part of the organisation. Different aspect requiring Coordination, Cooperation and Collaboration (3-Cs) among different Departments and agencies are given below:</p> <ul style="list-style-type: none"> a. Odisha Works Department (OWD) and other Road/Highway Agencies (e.g. NHAI, Municipal Corporation, etc.), which are responsible for road construction and maintenance in the State; b. Motor Vehicles Department/Licensing Authority which are responsible for issuing of driving licenses, motor vehicle registration and



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>certificate of vehicle fitness;</p> <p>c. Police Department which is responsible for regulating traffic, enforcing laws and educating people and prosecution in case of violations/accidents;</p> <p>d. Town Planning Department/ Development Authority which are responsible for land use planning;</p> <p>e. Health Department which is responsible for management of emergency care/trauma care through established trauma centers.</p> <p>f. General Administration Department which has to deal with encroachments on the Right of Way of the roads.</p> <p>g. Urban and Housing Department under which all municipalities and Panchayati Raj Department comes which give vending rights in the Road area; and</p> <p>h. Other Departments responsible for laying utilities like power cable, water supply lines, sewerage lines, etc.</p> <p>It is essential that activities of all of these agencies, involved directly or indirectly in road safety aspects, are coordinated. In order to implement the program relating to road safety and to continuously monitor and study road safety situation, the State Government Departments need to comprehensively organise and monitor road safety issues, like: (i) road safety education of the people; (ii) enforcement of rules, regulations and traffic discipline including control on overloading; (iii) policy on issue of driving licenses as well as vehicle registration; (iv) recruitment and training procedures of drivers and conductors of public transport/commercial vehicles and their working hours/conditions; and (v) road-worthiness of vehicles.</p> <p>All these above issues shall be coordinated under an overarching GOO body/entity instituted with adequate powers Since there are many stakeholders are involved in road safety, the State Road Safety Authority established under road action plan and road sector policy shall be the overarching entity to coordinate. Their decision after availing necessary technical input from domain experts of respective Department and agencies shall be binding and final. This will be also applicable in district and Panchayat level where the task undertaken by any Departments interfering with the road environment is likely to affect road safety.</p>
	<p>7.1.5 Accountability - The engineering aspects of the road through planning, design, implementation and maintenance of roads are to be dealt by the Public Works Department, wherein the engineers of Works Department will be held responsible for any defects in engineering measures in road stretch of their jurisdiction. While the part related to road infrastructure and its management will be addressed by OWD, other aspects like trauma care, driver and vehicle licensing, awareness creation and road users' behavioural aspects shall be attended through training, education and enforcement expected to be carried out by respective other Departments. Being the custodian of roads, engineers of OWD shall take the initiative to inform the State/District administration and respective stakeholder Departments for their compliance and</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>action to enhance overall road safety situation.</p> <p>The accountability and power of the coordination body/entity established by Government (i.e. GOO) for road safety shall be formulated with a view that various road safety actions (through a structured Road Safety Action Plan) can be well coordinated among various Stakeholder Departments.</p> <p>Road Safety Authority constituted as per the road safety action plan is empowered to assign the accountability, after duly assessing issue and shall be binding. Any committee functioning now coordinating at city or district levels will cease to exist, when legislatively enacted State Road Authority is established with required functionalities at district and Panchayat level.</p>
	<p>7.1.6 Specific Role in Construction - The Transport Department as road operator of the State roads (except those links, which are under concession) must insist that the standards and regulations for safe operation of road network under their jurisdiction are to be complied in letter and spirit, and it shall be done in consensus with the Works Department. If necessary, the Department may demand additional resources in terms of capacity and funds for safe operation of the roads, and that should be in writing and available in public domain. These additional demands regarding safety and traffic management issues, may also include the type of vehicles that can ply, axle load limit, limit on the vehicle height and width to be imposed due to any deficiency in roads and/or bridges, etc. Also, the speed limits are to be imposed due to geometric deficiencies and abutting land uses.</p> <p>Additional safety equipment may be required for ensuring complete safety (to meet SRS targets), such as barriers for traffic and worker safety, channelizing devices for traffic guidance, and signs (having sizes and colours based on the standards and traffic environment). Some of the special arrangements in construction zones are,</p> <ol style="list-style-type: none"> a. Defining a set of working hours for work zones, like 24 hours or 12 hours on busy roads (depending on the level of technology used in the execution of work); b. Maximum length of detours, and minimum requirements for determining if a bypass is needed; and c. Requirements for the roadway that will be used for detour (including design and pavement standards and capacity requirements to ensure that safety is not compromised). <p>Before starting the road construction works, the road operator in coordination with the contactor/ concessionaire (for PPP projects), must inform the public and residents living around the construction zone, about duration and possible time of road closure. Police and emergency services should also be fully engaged in understanding where and how a work zone is being implemented, along with the type of work being done and any detour, etc. that are planned.</p>



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	<p>The Department can demand that the contractor (or whoever requires a work zone to implement their work, such as road widening, road resurfacing, the laying of cables, pipes, utilities, etc.), should design and implement a safe work zone and use all necessary means to ensure safety for workers and road users, while maintaining sufficient traffic capacity. The Department may ask the contractor to take on the responsibility for informing the general public and surrounding community on important information such as the work zone location and duration, the access issues, possible detours and other means of travelling through the area.</p> <p>A variety of methods should be considered to inform the general public and surrounding community, including media (radio, TV, newspaper, websites) or through public gatherings or hearings. The permission of the Department must be obtained for any intervention along the roadway, including issues related to access management. Thus, the road operator will order the contractor to design and implement a safe work zone. The Department can request that the supervisor should pay particular attention to a work zone that is particularly complex, demonstrates clear risks, or if the location has a history of accidents or incidents.</p> <p>Different parties and players in road construction and maintenance activities include i) Road Authority ii) Road Operator iii) Project Director/ Engineer In-charge iv) Designer v) Road Safety Auditor vi) Concessionaire in PPP projects vii) Contractor viii) Supervision Consultant / Independent/ Resident Engineer ix) Local Police x) Road User and xi) General Public / Communities. The roles and responsibilities described in IRC SP: 55 shall be applicable for all these players.</p>
	<p align="center">III. Safety Engineering Aspects for Roads</p>
	<p>7.1.7 In order to tackle safety problems effectively through engineering interventions, it is necessary to apply measures at various stages in the development of road network. By incorporating good design principles from the start, it is possible to avoid many problems, for example, widening through roads at T-junctions to permit protected turns. Furthermore, incorporation of safety features (e.g. channelization or pedestrian guardrails) during the design and construction phases can usually be undertaken at much lower cost and can make the road environment more ‘forgiving’, when a driver makes an error.</p> <p>Even where the opportunities to intervene at the planning and design stages have not been taken, it may still be possible (although more expensive) to anticipate future problems and to improve existing roads by the introduction of safety measures, such as those required for speed management and others for operational control.</p> <p>It must be appreciated and understood that missing of safety engineering interventions at planning and design stage would be very costly and also time consuming, compared to providing them at the design stage. In this context, the expertise/services of traffic engineer, transport planner and/or safety expert are to be availed for effective road geometric designs, and further the meticulous standalone design stage safety</p>



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	audit.
	<p>7.1.8 Road Safety Audit - Road Safety Engineering is a systematic data-led process for implementing road design and traffic management to effectively prevent and reduce potential road accidents. Road safety audit is a systematic method of checking the safety aspects of new road projects/schemes before they are built, and therefore, road safety audit is an accident prevention technique. In the project development stages, the safety audit shall be carried out in feasibility, preliminary design and detailed design stages. The process of road safety audit shall also include construction stage audit and commissioning (pre-opening) audit. The total process involves initiating audit, provision of project brief, undertaking audit, responding to audit and finalizing actions based on audit recommendations for modifications in design and BOQs. Various aspects are to be considered when undertaking audits, and the following checklist can be used, taken from IRC SP 88 road safety audit manual.</p> <ol style="list-style-type: none">1. Planning2. Cross section3. Alignment4. Roadside communities5. Junctions: General6. Junctions: Additional check for roundabout7. Junctions: Additional check for signal controlled junction8. Special road users9. Signs, markings and lightings, and10. Roadside hazard <p>Road safety audit of new major highway projects and major works of rehabilitation and improvement should be done in order to reduce the risk of accidents and if they occur, to minimize their severity and cost. The task of road safety audit should be entrusted to an independent team comprising persons with knowledge and experience of road standards, engineering principles, safety management and accident investigation. The auditor will evaluate the project/scheme from safety angle, analyse the past accident records, and will carry out audit by "drive, ride, and walk" through the project/scheme and also by interacting with the users.</p> <p>While undertaking road safety audit, relevant IRC publication shall be adhered. The IRC 67 For traffic signs, IRC 35 for pavement markings and IRC SP 41 for junction design and IRC SP 87 and IRC SP 84 and IRC SP 73 for design of projects taken up under PPP or non –PPP respectively for</p>



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	<p>6-lane, 4-lane and 2-lane schemes. Invariably the latest revision of IRC standard/code/manual shall be referred. In addition, IRC SP 44 for Highway safety code also shall be complied.</p> <p>7.1.9 Road Safety Assessment for Existing Roads - For the proper management of road safety, a reliable accident database is required. The best available source of accident data is the Police Department. The accident form, while fulfilling the requirements of prosecution and court procedures, should also give summary information about the nature of accident, its location, possible causes with actual features of the road at the accident location. Based on this data, sites prone to accidents (black spots) shall be identified and prioritized for treatment. Factors contributing to accidents at the selected black spots shall then be analyzed in detail, and appropriate counter-measures considered. Regular audit or assessment of existing roads enables hazard to be identified before an accident occur and to remedy those situations that are causing accidents.</p> <p>Improvement of Black spots</p> <p>Often there is insufficient fund available to cover routine and periodic maintenance, and therefore, road safety and related matters are usually low on the list of priorities. This is true, despite the fact that road safety improvements is cost effective with very high savings (due to reduced accidents), which is many times the cost of countermeasures implemented. Hence the improvement at the sites of known hazards should form part of every road authority's annual program.</p> <p>Drivers are often presented with misleading information or no advance warning, inadequate sight distance, and so on. The pedestrian facility may be absent, and as a result, accidents may occur because of a driver's inability to cope with the particular combination of circumstances and environment presented to them. By identifying and eliminating these features, which make the sites hazardous, engineers can improve road safety.</p> <p>Apart from black spot improvement, which is single site program, other accident reduction programs such as mass action, route action and areas action shall also be taken up by Department according to the availability of funds.</p> <p>7.1.10 Construction Stage Safety - During construction operations, the basic need is a safe environment both for workers and road users. The guiding principles, as detailed in IRC SP: 55, are the following:</p> <ol style="list-style-type: none">Road users to be given adequate warning of the danger ahead with ample time for them to take appropriate action or manoeuver; and all closures/diversions/detours to be notified well in advance;Providing safe and clearly marked buffer and work zones;Providing measures to guide and regulate traffic, and control driver behaviour;



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	<p>d. Providing temporary diversions or secondary detours with proper transition lengths;</p> <p>e. Proper maintenance of construction zones and diversion roadways, especially keeping them dust free to avoid the danger of poor visibility resulting from clouds of dust;</p> <p>f. Providing adequate and visible road signs, markings and advance warnings;</p> <p>g. Safe parking of construction equipment, and its visibility with red flags/lights/reflectors; and</p> <p>h. Adequate and safe arrangement for formwork, shuttering and centering, in case of culverts and bridges works.</p> <p>Where the contractor is responsible for these measures, the Engineer-in-Charge shall ensure that the contractor furnishes, erects and maintains the barricades and traffic signs and makes adequate arrangements for diversions, lighting, equipment and flagmen as would be required. Indian Roads Congress Publication No. IRC SP: 55 may be referred.</p> <p>The accident rate in construction zones for roads and buildings is much higher than what is generally believed. Construction workers are exposed to a wide variety of hazards. Such situations can also endanger the safety of public at large. Safety management of work zones is, therefore, of paramount importance. Various existing legislations require strict compliance of safety management such as, the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996; Industrial Disputes Act, 1947; Workmen Compensation Act, 1923 and other Labour Acts, besides provisions of the Indian Penal Code. IRC SP: 55 shall be the binding document for guidelines for work zone safety and traffic management for road construction.</p> <p>7.1.11 Pre-Opening Stage Safety Audit - Upon completion of the construction of road, the project is required to be audited, just prior to the road is opened to traffic. The objective of the pre-opening audit is to ensure that the completed construction addressed the safety concerns of the earlier audits, and to check for any hazardous condition that was not apparent at the previous stages. It is also useful in identifying mistakes in the signing and marking.</p>
	<p>IV. Technical Resource through Cell to bring forth safety engineering expertise</p>
	<p>7.1.12 Under the EIC (Civil)/ CE (DPI&R) a Cell may be equipped with safety engineering expertise. The Cell is mainly to coordinate the road safety activities of OWD including undertaking of road safety audits at various stages, identification of black spots, improvement of the accident sites in a phased manner and interdepartmental coordination, cooperation and collaboration with all stakeholders of road safety. The following road safety activities shall be the prime responsibility of the Cell for safety engineering of the Department, for which the accident data shall be obtained from Police Department from time to time.</p> <p>a. Prioritized blackspot improvement program</p>



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	<ul style="list-style-type: none"> b. Road Safety Audit (RSA) of the existing roads c. Mass Action schemes d. Engineering measures for vulnerable road users e. Audit of new project roads f. Training on safety engineering at district level g. Interdepartmental coordination, cooperation and collaboration h. Accident analysis and preparation of annual accident report i. Implementation and review of Road Safety Action Plan j. Development of Road Safety Strategy and Program for the Department <p>7.1.13 Road Safety in Divisions - The road safety activity shall be carried out by the Executive Engineer assisted by his staff under the guidance of the central cell. They shall also support the District Road Safety Wing under the control of District Collector.</p> <p>The Divisional Officers (i.e. EEs) shall report all road accidents in their jurisdiction to central cell, propose safety engineering measure for such locations, identify accident blackspots, design and prioritize the schemes and implement/ improve safety under overall supervision of central cell. The Executive Engineers will also coordinate the road safety activities at district level, such as prevention and eviction of encroachments on roads, action to make the roads safe by timely maintenance and interdepartmental coordination with all stakeholders of road safety. The Executive Engineer shall review and monitor the progress of road safety works of concerned divisions and report will be submitted to EIC (Civil) on a monthly basis through central cell.</p> <p>The Superintending Engineer shall be entrusted with monitoring of schemes prepared by central cell and eventually the implementation progresses at divisional level. Further, the Superintending Engineer shall be responsible for preparing annual budget for exclusive road safety schemes, and those shall be prepared in consultation with all Executive Engineers in his jurisdiction. In addition SE will ensure that the requisite budget is included for road safety features in road and civil works, and will monitor its effective dispensation.</p>
	<p>V. Monitoring & Evaluation</p>
	<p>7.1.14 The Department shall conduct internal audits at planned intervals to provide information on whether the SRS management system conforms to the outlined strategy, and also to ensure that SRS is effectively being implemented and maintained. The monitoring and evaluation shall be based on crash data collected.</p> <p>The Cell for safety engineering shall:</p>



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	<ul style="list-style-type: none"> a. Plan, establish, implement and maintain an audit program, deciding the frequency, methods, and responsibilities, completely covering the planning requirements and reporting. The audit program(s) shall take into consideration the importance of the processes concerned and the results of previous audits; b. Define the audit criteria and scope for each audit; c. Select auditors and conduct audits to ensure objectivity and the impartiality of the audit process; d. Ensure that the results of the audits are reported to relevant management; and e. Retain documented information as evidence of the implementation of the audit programme and the audit results.
	<p>7.1.15 Periodic Review– EIC-cum-Secretary of GOO, Works and other Departments shall review the SRS management of Department at intervals, to ensure its continuing suitability, adequacy and effectiveness in achieving the established SRS objectives and targets. The management review shall include consideration of:</p> <ul style="list-style-type: none"> a. The status of action from previous management reviews; b. Changes in external and internal issues that are relevant to the SRS management system; c. Information on the SRS performance, including trends in <ul style="list-style-type: none"> i. Non-conformities and corrective actions, and ii. Monitoring, measurement analysis and evaluation of results, including the extent to which crash reduction objectives and targets have been met. d. Opportunities for continual improvement, including consideration of new technologies; e. Relevant communications(s) from interested parties, including complaints; and f. Road traffic crash and other road traffic incident investigation reports. <p>The outputs of the management review shall include decisions related to continual improvement opportunities for achieving SRS results.</p> <p>7.1.16 Non-conformity and Corrective Action - When nonconformity with the requirements of the SRS management occurs, the Department shall:</p> <ul style="list-style-type: none"> a. React to the non-conformity, and as applicable, <ul style="list-style-type: none"> i. Take action to control, and correct it, and ii. Deal with the consequences; b. Evaluate the need for action to eliminate the causes of the non-conformity, in order that it does not recur or occur elsewhere, by



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	<ul style="list-style-type: none"> i. Reviewing the non-conformity, ii. Determining the causes of the non-conformity, and iii. Determining if similar non-conformities exist, or could potentially occur; <p>c. Implement any action needed;</p> <p>d. Review the effectiveness of any corrective action taken;</p> <p>e. Make changes to the SRS management system, if necessary.</p> <p>Corrective actions shall be appropriate to the effects of the non-conformities encountered. Department shall retain documented information as evidence of:</p> <ul style="list-style-type: none"> a. The nature of the non-conformities and any subsequent actions taken, and b. The results of any corrective action. <p>7.1.17 Continual Improvement - The CE (Roads &Investigation) shall continually improve the suitability, adequacy and effectiveness of the SRS management system.</p>
	<p style="text-align: center;">VI. Building and Structural Safety</p>
	<p>7.1.18 Structural safety shall be observed during construction and maintenance stages. National Building Code of India, 2005 and other applicable safety codes shall be referred. Provision for safety at the construction stage of building shall cover the following:</p> <ul style="list-style-type: none"> a. Foundation safety, which requires proper geo-technical investigations, determination of position, depth and size of underground structures, such as water pipes, mains, sewer lines, cables or other services in the vicinity to prevent accidents and damage to these utilities, appropriate choice of foundation and its adequate design to prevent sinking and differential settlement; and protective works like benching, shoring, timbering or other measures to avoid falls or collapse of side walls. b. Structural safety during normal conditions requires appropriate choice of materials taking into account the usage, location, climate and the requirements of durability, proper design by a qualified structural engineer in accordance with codal requirements, proper detailing; and sound construction with emphasis on quality. c. Structural safety during critical conditions, such as earthquakes, severe storms, heavy rains, floods. This requires that the structure is planned, designed and built to withstand the forces of these phenomena. d. Safety of temporary structures includes platforms, scaffolding, centering, shuttering, etc. It is required that the temporary structures are properly designed for dead loads as well as all superimposed loads. The vertical props shall rest on firm, unyielding ground/ foundation.



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	<p>Removal of props and centering and shuttering shall be in proper sequence and at stipulated time, as per the requirements of structural behaviour and strength.</p> <p>e. The Assistant Engineer under the control of buildings/ structures shall inspect all buildings/ structures twice a year and record certificate to the effect that the building/ structure is safe for use.</p> <p>f. All buildings/ structures under his control are required to be inspected once a year by the Assistant Executive Engineer to ensure that the building/ structure are safe for use.</p> <p>g. In case of electrical and other installations the Assistant Engineer (Electrical) shall inspect the buildings/ structures under his control twice a year and record certificates to the effect that electrical and other installations are safe for use. The AE/AEE (Electrical) shall also inspect the same once a year to that effect.</p> <p>h. The occupants and user Departments of Public Buildings shall be responsible for raising any safety concern to guard against any mishap.</p> <p>i. The growth of plants in the government buildings affecting structural safety shall be promptly dealt with.</p> <p>j. In the event of any deficiencies found in the building/ structure necessary report shall be made to higher authorities and immediate steps taken to get the same inspected by the Executive Engineer and further action taken to rectify the defects.</p> <p>k. The Executive Engineer shall also inspect important buildings/ structures once a year. He shall bring to the notice of his Superintending Engineer, cases where he has reasons to doubt the structural soundness of any building/ structure the latter will take prompt action, as he considers necessary.</p>
	<p>VII. Electrical Safety</p>
	<p>7.1.19 Electric shock may result in body injury or death due to electrocution. Its incidence can be quite high in construction works because of the tendency with regard the wiring to be of temporary nature. Some of the most common unsafe practices which shall be guarded against are:</p> <p>a. Inserting bare wires in sockets instead of using plug tops;</p> <p>b. Exposed extension boards without on-off switches;</p> <p>c. Loose connections;</p> <p>d. Non-use of earth-leakage-circuit-breakers (ELCBs);</p> <p>e. Disengaging a person in contact with a live circuit without self-insulation from earth or without switching off the mains;</p> <p>f. Poorly maintained and poorly insulated portable equipment;</p>



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	<ul style="list-style-type: none"> g. Long, dangling cables from the place of supply to the place of use; h. Use of undersize cables; i. Working on energized circuits without sufficient precautions; j. Non-provision of temporary lightning arrestors for high rise buildings; k. Deployment of un-qualified /un-skilled electricians; l. Poor preventive maintenance; m. Improper earthing of electrical equipment; n. Overloading of circuits due to replacement with higher load rating equipment or rewinding of motors; o. All wiring and lightning arrester shall have proper earthing; p. Safety aspects while working below or near Overhead shall be properly taken care; and q. Care shall be taken for proper fixing of overhead electrical fixtures.
	<p style="text-align: center;">VIII. Public Safety</p>
	<p>7.1.20 Public safety shall be improved by observing requisite safeguards like the following:</p> <ul style="list-style-type: none"> a. Display of safety signs, caution signals and boards; b. Design and construction of windows, parapets, railings, etc. to concentrate on safety aspects in the matter of height, strength of elements and size of openings c. Wells, cut-outs, tanks, pools, accessible roofs etc. to have protective railings/parapets around them; d. Avoiding/minimizing storage of materials on public roads or public places; e. Preventive measures against damage to adjoining property because of deep excavations; f. Provision of barricading and curtains against fall of construction materials; g. In the case of driven piles, safeguarding adjacent structures and service lines against the effect of vibrations; h. Preventing unauthorized and direct access to construction sites; i. Adequate warning signs near danger zones like high tension lines, deep excavations, blasting areas, etc.; j. Keeping the manholes covered; providing immediate replacement of covers in case of loss or damage; k. Proper fencing of dangerous pits/excavations; and l. Preventing access to water, sewage and sludge containing structures.



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	<p data-bbox="427 384 1151 411">IX. Safety Features for Water Supply and Sanitation Works</p> <p data-bbox="383 424 2085 520">7.1.21 For works of water supply and sanitation, the following special safety measures, other than those which are common to all public works <i>as well as those measures brought out in detail by CPHEEPO, MoUD in the manuals 'Manual on Water Supply and Treatment' and 'Manual on Sewerage and Sewage Treatment' and being updated from time to time</i>, shall be taken.</p> <ul style="list-style-type: none"> <li data-bbox="383 531 1525 558">a. Manholes should be of adequate size. No manhole should be left uncovered after inspection; <li data-bbox="383 568 1989 595">b. Before entering the sewer at a particular manhole, covers of adjacent manholes should be removed at least two hours before entry; <li data-bbox="383 604 2085 743">c. The sewer-men should be trained to avoid the dangers of falls, drowning, asphyxiation and gas poisoning. They should be required to use gumboots, gloves, gasmasks, which should be kept in ready stock. It would further be desirable to provide them bunny suits to avoid contact with contaminated water. To avoid syncope and other harmful effects of poisonous gases and deficiency of oxygen, the workers should carry light respiratory equipment. Oxygen cylinders with breathing apparatus should be available at easy locations; <li data-bbox="383 753 2085 812">d. All open tanks should be provided with guardrails. Narrow walkways or steps and spiral staircases should not be adopted; better and safer options should be preferred; <li data-bbox="383 821 1397 849">e. Honeycomb grating should be provided on open channels to avoid accidental falls; <li data-bbox="383 858 1211 885">f. Adequate lighting within and around the plant should be provided; <li data-bbox="383 895 1357 922">g. Smoking or carrying open flames in and around digesters should be prohibited; <li data-bbox="383 932 2085 991">h. Covered tanks, wet wells, pits or sewers should be well ventilated. Before entering, they should be kept open for sufficient time or force-ventilated. Entry should be permitted after testing against the presence of hazardous/poisonous gases; <li data-bbox="383 1000 2085 1059">i. First aid kits and fire extinguishers of the appropriate type in good operating condition should be available readily at hand. The staff should be trained in their use; <li data-bbox="383 1069 2085 1128">j. Adequate toilet and bathing facilities should be provided to the operating staff and sewer-men. The staff should be required to use antiseptics for washing and bathing. The employees should be medically examined every two years; <li data-bbox="383 1137 2085 1197">k. Wherever necessary, precautionary boards/ danger boards/ signboards should be displayed/ installed, drawing attention to the danger spots; <li data-bbox="383 1206 1267 1233">l. Drinking water to have the prescribed kind and potency of disinfectant; <li data-bbox="383 1243 1666 1270">m. Proper safety measures should be taken against terrorist action and sabotage in the case of water works; <li data-bbox="383 1279 1128 1307">n. Periodical cleaning of water supply tanks shall be done; and



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	o. Dislodging of septic tanks wherever necessary shall be done in time.
	X. Fire Safety
	<p>7.1.22 All work places shall satisfy basic requirements which contribute to safety of life from fire, smoke, fumes and panic arising from these or similar causes. Guidelines of National Building Code of India, 2005 (with latest revision) shall be followed. Important principles are laid down in the following:</p> <ul style="list-style-type: none"> a. Building plans shall conform to prevailing bylaws and good practice, and shall be got approved from the authority concerned including Fire Department; b. Actual use of the building shall conform to the intended use; c. Air-conditioning and mechanical ventilating systems shall be installed and maintained so as to minimize the danger of spread of fire, smoke or fumes; d. All requirements of electrical installations from the point of view of fire safety shall be met; e. Use of combustible finishes on walls and ceilings shall be avoided; f. All buildings, depending on their requirements with regard to importance and occupancy, shall be protected by fire fighting equipment like fire extinguishers, wet riser, down-comer, automatic sprinkler installation, high/medium velocity water spray, foam and gaseous or dry powder system; g. A satisfactory supply of water for the purpose of fire fighting shall always be available in the form of underground/ terrace level storage tank having specified capacity, with arrangements for replenishment; h. In case of high-rise buildings (height above 15 m), their special requirements for fire safety shall be followed, which may include provision of fire detection, fire alarm system, lightning protection, fire lifts of required height, fire control room, public address system, first-aid equipment, compartmentalization, etc.; i. Especially in public utility buildings all exit requirements shall be followed including (i) capacities of exits and their location/ arrangement (ii) obstruction-free exits (iii) exits to be clearly visible and the route to reach the exits to be clearly marked with all signs properly illuminated; j. Temporary structures, erections, etc. shall be subjected to check for safety against fire; and k. Providing proper access of fire tenders to the site, especially in high risk areas.
	XI. Workers' Safety
	7.1.23 Safety of workers can be enhanced by: (a) avoiding unsafe conditions; (b) avoiding unsafe acts; (c) avoiding unsafe electrical practices;



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	<p>(d) providing personal protective equipment (PPE); (e) altering the risky processes with possible and affordable safe alternatives; (f) safety education and training.</p> <p>Unsafe conditions like the following shall be strictly avoided:</p> <ul style="list-style-type: none"> a. Inadequate or missing guards of moving machines; b. Improper storage of inflammable and combustible materials; c. Non-erection of caution boards and danger signs at wanted locations of trenches or face of excavation; d. Storage of excavated material close to the edges; e. Inadequate fire warning and fire fighting system; f. Improper illumination; g. Unsafe methods and processes while performing various tasks; h. Protrusion of steel rods, pipes and other objects; i. Improper working platforms, poorly erected scaffolding without firm base, and inadequate lateral ties and bracing; j. Inadequate timbering/ shoring of excavations or unfenced excavations; k. Quicksand conditions; l. Sudden lowering of water table; m. Openings, cut-outs, stair-wells, lift wells, etc. without or inadequate handrails and toe boards around them; (n) Improper and unsafe access to work areas; n. Keeping loose materials at elevated places; o. Faulty electrical connections and cabling; p. Defective cranes and lifting tackles; q. Poor housekeeping; and r. Missing covers over the opening of water /sewage storage tanks. s. <i>Poor training</i>
	<p>XII. Personal Safety of Workers & Personal Protective Equipment (PPE)</p>
	<p>7.1.24 The workers shall take proper care and precaution for their own safety and abide by labour regulation in force in this regard.</p> <p>7.1.25 Personal Protective Equipment like helmets, gloves, safety belts, tarring outfit, gumboots, protective goggles, aprons, hand shields,</p>



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	gas masks, face masks, etc. depending on the trade, shall be used to eliminate injury or reduce its severity. Providing PPE is the obligation of the contractor. PPE shall be of good quality and comfortable to wear. The Departmental officer/the Engineer needs to monitor the compliance.



CHAPTER 8
ENVIRONMENTAL AND SOCIAL SAFEGUARD



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	<p>8 ENVIRONMENTAL & SOCIAL SAFEGUARDS</p>
	<p>8.1 Environmental Safeguards</p>
	<p>8.1.1 This part of the chapter describes various environmental issues associated with the works being carried out by Department and provides details of the management measures that shall be administered by Environmental and Social Management Unit in the office of EIC (Civil).</p>
	<p>I. Introduction</p>
	<p>8.1.2 The objective of good environmental management is to mitigate negative environmental impacts of construction activities and related works, thereby, enhancing the positive environmental impacts by ensuring compliance with all applicable National, State and Local Environmental legislations. Department is committed to mitigate environmental degradation and to promote the integration of the environmental concerns in development of projects.</p>
	<p>II. Factors Causing Environmental Impact</p>
	<p>A. General</p>
	<p>8.1.3 Land - Land disturbance, removal of vegetation, topography (reshaping of topography, soil erosion etc. during project execution make the soil vulnerable to erosion and generate dust and waste materials. While preparing estimate for seeking Administrative Approval Concerned Department. Authority shall ensure that the mitigation measures are included in the planning and design stage for effective implementation during the project execution. These include:</p> <ul style="list-style-type: none"> a. Road side plantation and compensatory afforestation. b. Soil erosion plan, preservation of top soil by ensuring least disturbance to natural drainage system. c. Ensuring that surface is reinstated free of encumbrances. d. Minimise waste including debris and scarified asphalt from construction and reuse of waste material wherever possible. e. Proper disposal of solid waste in consultation as per applicable regulations which includes (i) construction or demolition waste management (ii) Municipal waste – biodegradable and recyclable (iii) hazardous waste (iv) e-waste.



	<p>f. Put general litter and waste into special purpose bins or remove to specified designated area to ensure its containment.</p>
	<p>8.1.4 Air - In the infrastructure projects the sources of the air pollution include, but not limited to, the following:</p> <ul style="list-style-type: none">a. Site clearance, transportation of men and materials, construction of temporary accommodations, stock yards, installation of construction plants during the pre- construction stage,b. Operation of construction plants such as hot mix plant, concrete batching plant, crusher and wet mix macadam (WMM) plant,c. Excavation of foundation, roadway and borrow areas,d. Operation of machinery and vehicles, DG setse. Construction of roadway, buildings and bridges,f. Stock piles of materialsg. Fugitive dust emissions from unpaved road during construction phase <p>“National Ambient Air Quality Standards” stipulate the limits of ambient air pollution levels. Some of the measures for the prevention and mitigation of the air pollution due to the project are:</p> <ul style="list-style-type: none">a. Mitigation measures during construction by reducing emission during loading, unloading, transportation and storage of construction materials.b. Project location or preferred alignment and design are to be selected judiciously.c. Green belt development.d. Air pollution control equipment shall be fitted for the machinery, plants and vehicles.e. Periodical maintenance and servicing of the pollution control equipment and the machinery, plant and vehicles shall be ensured.f. Bare minimum tree cutting, and planting of more trees.g. Watering of the access roads, approach roads and road under construction.h. Transportation sand and earth in truck covered by tirpal.i. Limiting the extent of disturbed areas and also to restore the same.j. Dust mitigation on crushers, quarries and road construction site..k. Provide DG sets with appropriate height of stack (Chimney) based on capacity of DG sets as per CPCB guideline
	<p>8.1.5 Water - Source of the water pollution and impacts on the water environment include but not limited to:</p> <ul style="list-style-type: none">a. Loss of existing water resources at project site.b. Discharge to nearby water steams of sediment laden runoff from the project.c. Pollution of water sources from the oil spills, disposal of bituminous materials, stockyard of diesel, engine oil, chemicals, bitumen, emulsion etc.,d. Disposal of wastewater generated from the temporary living facilities at construction site,



e. Wastewater generated from the operation of plants, cleaning of machinery and equipment, Wash water from the workshop and washing bay.

f. Use of open area by construction workers for toilet

g. Improper disposal of solid and hazardous wastes

Some of the mitigation measures for the prevention and mitigation of the water pollution are:

a. Controlling the generation of sediment, oil and grease, excess nutrients, organic matter, litter, debris and any form of waste from the construction and disallowing these substances into the nearby waterways, storm water systems or underground water tables. Such materials shall be captured before they reach drains and waterways by following methods:

i. Cover stockpiles or spray water to suppress dust,

ii. Store all chemicals, fuels and other hazardous liquids and solids **waste on concrete floor** within a bounded and covered area away from waterways,

iii. Dispose of empty drums,

iv. Water quality management e.g. using sandbags to filter water and remove sediment and control litter;

v. Protect drainage lines with sediment basins and silt fences,

vi. Construction of proper sanitation facilities for the disposal of the wastewater generated from the kitchen and toilets.

vii. Construction of proper wastewater treatment facilities for the wastewater generated from the workshops, concrete batching plants, hot mix plants and WMM plants. Such treatment plants shall be considered while planning major infrastructure projects and the treated water shall be recycled and reused for gardening or irrigation.

viii. Rainwater harvesting shall be done as per Clause 5.5.12 of Part 9 Section I of National Building Code and the collected water shall be used for gardening, flushing, firefighting or washing purposes.

ix. **Toilet facilities with septic tank followed by soak pit.**

8.1.6 Noise and Vibration - The major cause of noise pollution in the infrastructure projects is from vehicles, machinery, equipment, construction plants, construction works and vehicles plying on the road.

Some of the noise control measures for the reduction of the noise from the project are as follows:

a. Use of quiet equipment, machinery, plant and vehicles available in the market

b. Proper maintenance of equipment, machinery, plant and vehicles

c. Installation of machinery with correct foundations to reduce the vibration

d. Providing noise attenuation screens, wherever required

e. Proper planning of the working hours (noise generating activities scheduled for the middle of the day)



f. Allow DG sets fitted with Acoustic Enclosure as per Noise Control Regulations

8.1.7 Flora and Fauna - Construction of road, bridges, buildings and other structures may impact flora and fauna. The degree of the impact varies based on the location, scope and size of the project. Some of the impacts that occur are:

- a. Cutting of trees
- b. Damage to the aquatic life
- c. Damage to the fauna
- d. Damage to/Impact on eco-sensitive areas like national parks, wild life sanctuaries, Reserve/protected forests, Biosphere Reserves, mangroves, wetlands etc.

Some of the common mitigation measures are:

- a. Saving the trees as far as possible during design and finalisation of alignment.
- b. The reduction of disturbance to the aquatic life.
- c. Providing proper animal crossings, water crossings, fencing and traffic control measures
- d. Planting tree saplings and saving existing tree during construction works by providing temporary protective barrier around trees, and not placing equipment or excavate within 2 meters of a tree.

III. Environment Regulations (National, State and Local)

8.1.8 National Acts and Rules administered by the Ministry of Environment, Forests Climate Change (MoEFCC), other National legislation that are relevant and State Acts and Rules, relevant to OPWD activities are listed hereunder:

- a. **National Level Acts** - The following National Legislations are in force in Odisha:
 - 1. The Environmental (Protection) Act, 1986 and the EIA Notification, 2006
 - 2. The Water and Air (Prevention and Control of Pollution) Act 1974
 - 3. The Public Liability Insurance Act, 1991
 - 4. National Environment Tribunal Act, 1995
 - 5. The National Environment Appellate Authority Act, 1997
 - 6. The Forest (Conservation) Act, 1980
 - 7. The Wildlife(Protection) Act, 1972
 - 8. The Biological Diversity Act, 2002
 - 9. Coastal Regulation Zone (CRZ) and Regulating Activities in the CRZ.
 - 10. The Motor Vehicles Act, 1988



11. The Ancient Monuments and Archaeological Sites and Remains Act, 1958
 12. The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996
 13. The Air (Prevention and control of Pollution) Act, 1981
 14. Noise Pollution (Regulation and Control) Rules 2000
 15. Fly Ash Notification, 2007
 16. Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
 17. Batteries (Management and Handling) Rules, 2001
 18. Municipal Solid Waste (Management & Handling) Rules, 2000
 19. Other regulation as applicable
- b. **Other National Legislations to be followed** - In addition to the above detailed legislations, the rules and conditions of the following Acts/Legislations have to be followed:
1. Explosives Act, 1884 and Explosive Rules, 1983:
 2. Petroleum Act, 1934 and Petroleum Rules, 2002:
 3. The Mines and Minerals (Regulations and Development) Act, 1957 and rules there under
- c. **State level Legislation and other Acts** - Some of the additional legislations, which are to be followed in the state of Odisha, are as follows:
1. The Odisha Preservation of Private Forest (Amendment) Act,1963
 2. The Odisha River Pollution Prevention Act, 1954
 3. The Odisha Forest Produce (Control of Trade) Act
 4. The Odisha Forest (Amendment) Act,1990
 5. The Ancient Monuments Preservation (Amendment) Act, 2002
- In the specific condition of the various OPWD activities, the provisions of Odisha State level legislations should be kept in mind for their relevance in the context of each works/projects that are being proposed for implementation.

8.1.9 Environmental and Other Related Clearances - Various environmental, labour and other Departmental permissions may be required for the Department activities prior to implementation. An indicative list of clearances and the responsible Department/Board are included in the following table:

Sl. No.	Clearance	Department/Board
1.	Environmental Clearance	MoEFCC/State Department of Forest and Environment/State Pollution Control Board



2.	Forest Clearance	Central/State Forest Department
3.	Consent For Establishment and Consent for Operate of Construction Plants	Odisha State Pollution Control Board
4.	Permission for withdrawal of ground water from the regulatory zones	Central Ground Water Board/Authority
5.	Permission for taking surface water	Department of Water Resource
6.	Labour licence	State Labour Department
7.	License for Setting up of Diesel Pumps ,	Department of Explosives
8.	Registration of Workers	Odisha-State Construction Workers Welfare Board
9.	Permission for opening of new quarries for aggregates	Department of Mining and Geology
10.	PUC Certificate for Vehicles and Machinery	Road Transport Department
11.	Permission for setting up of labour camps	Local Health Departments and Local Body
12.	Wildlife Clearance	State Board of Wildlife/ National Board of Wildlife and Hon'ble Supreme Court of India as applicable
13.	CRZ Clearance (if road is in CRZ and/or crossing back waters)	MOEFCC / CRZ Authority
<p>Based on the works/projects being done, OPWD needs to ensure that the necessary clearances are obtained prior to implementation and the clearance conditions are complied with during implementation. The SE concerned will be responsible for the same.</p>		
<p>IV. Implementing Organisations</p>		
<p>8.1.10 Ministry of Environment, Forests Climate Change (MoEFCC) - MoEF is the nodal agency in the administrative structure of the Central Government, for co-ordination and overseeing the implementation of environmental and forestry programmes. MoEFCC has set up regional offices. These offices are responsible for collection and furnishing of information relating to EIA of projects, pollution control measures, methodology and status, legal and enforcement measures and environmental protection in special conservation areas such as national parks, sanctuaries, wetlands, and mangroves.</p>		
<p>8.1.11 Central Pollution Control Board (CPCB) - CPCB is a statutory authority attached to the MoEF and located in New Delhi. The main functions include the following:</p>		



	<ul style="list-style-type: none"> a. Advise the Central Government on any matter concerning prevention and control of water and air pollution, b. Plan and execute a nation-wide programme for the prevention, control or abatement of water and air pollution; c. Co-ordinate the activities of the State Board and resolve disputes among them; d. Provide technical assistance and guidance to the State Boards; e. Plan and organise training of persons engaged in programme on the prevention, control or abatement of water and air pollution; f. Organise through mass media, a comprehensive mass awareness programme on the prevention, control or abatement of water and air pollution; g. Collect, compile and publish technical and statistical data relating to water and air pollution; h. Lay down, modify or annul emissions and air/water quality standards, i. Prepare Manuals, Codes and guidelines, and j. Disseminate information.
	<p>8.1.12 Odisha State Pollution Control Board (OSPCB) - Working under the Forest and Environment Department, GOO, OSPCB is entrusted with the implementation of the Water Act, Water Cess Act, Air Act, Public Liability Insurance Act, Environment (Protection) Act and various rules and notification under the same. OSPCB has its head office at Bhubaneswar, regional offices at Angul, Balasore , Berhampur, Cuttack , Rayagada, Rourkela, Sambalpur and Keonjhar.</p>
	<p>8.1.13 State Department of Forest and Environment - In relation to environmental matters, this State Department performs the function similar to the MoEF at the state level. MoEF has delegated certain functions to the State. The Forest and Environment Department in the State operates through a number of Departmental formations and autonomous bodies. The field formations under the Forestry set up are organised under Forest, Wildlife and Kenduleaf wings. Organisations such as State Pollution Control Board, Chilika Development Authority and Regional Plant Resource Centre function under the Environment Wing of the Department.</p>
	<p>8.1.14 Odisha State Forest Department - The Odisha State Forest Department is responsible for the protection and managing the notified forests and associated wildlife within the state. The Department is headed by a Principal Chief Conservator of Forests, and is supported by Chief Conservator of Forests responsible for its various functions. For general administration there are Forest Circles headed by Conservators, under their jurisdiction forest Divisions controlled by Divisional Forest Officers. Each Division is further sub divided by basic units - Forest Ranges manned by Forest Rangers reporting to the Divisional Forest Officers.</p>
	<p>V. Regular Works/Projects – Standard EMP</p>
	<p>8.1.15 In the regular works/projects of the Department, the environmental issues need to be properly and effectively managed. In principle Department needs to ensure the following in all its regular works/projects:</p> <ul style="list-style-type: none"> a. Avoid or minimise tree cutting as far as possible; if tree cutting is unavoidable, make plans for compensatory plantation,



- b. Protect the state eco-sensitive areas such as national parks, wildlife sanctuaries, reserve forests and coastal zones,
- c. Reduce litter, sediment and pollutants entering waterways and the land,
- d. Reduce noise, vibration and air emissions,
- e. Minimise waste and dispose of it appropriately,
- f. Use resources efficiently and reduce energy and material consumption,
- g. Provide the safety of workers, road users and those in the neighbourhood,
- h. Provide safe, clean and hygiene labour camps, if these are required,
- i. Keep people affected by the construction activities regularly informed.

To operationalise these activities, a standard EMP as per **Annexure 7.1 of the manual** shall form a part of the OPWD standard bid documents/contract agreements and shall be adhered to by the contractor who executes the work. The standard EMP applies to the activities in construction site and ancillary activities such as the transportation of materials, sourcing of material and borrows areas.

To demonstrate compliance with the standard EMP periodic progress reports, file notes, audit reports, photographs, and minutes of meetings or video shall be maintained by the Contractor for perusal by the OPWD.

VI. Conducting Environmental Impact Assessment (EIA) and Preparing Environmental Management Plan (EMP)

8.1.16 The MoEF, GOI in their notification in 2006 and subsequent amendments have listed out various projects which require Environment Impact Assessment (EIA). Some of the project which are relevant to works normally carried out by various Engineering Department of GOO are listed below:

- i. Highway Projects – EIA Notification dated 14th September 2006 and amended on August 22, 2013, The Notification States:
Category-A: i) New National Highway, ii) Expansion of National Highways greater than 100 km, involving additional right of way greater than 40 m. Along existing alignment and 60 m along bypasses and realignments
Category-B: (i) All New State Highway Projects ii) State Highway expansion projects in hilly terrain (above 1,000m AMSL) and or ecologically sensitive area”
- ii. Building & Construction Projects for $\geq 20,000$ sqm
- iii. Township & Area Development Projects – covering are of ≥ 50 Hectare and or built up area $\geq 1,50,000$ sqm
- iv. River Valley Projects for more ≥ 25 MW hydroelectric supply and $\leq 10,000$ Hectare of cultural command area
- v. All projects of Common Hazardous Waste Treatment Plant, Municipal Solid Waste Management Facility, and Effluent Treatment Plant etc.

The EIA shall be progressively done for all major projects including PPP projects undertaken by various Engineering Departments engaged in public works of GOO.

8.1.17 As per the requirements of MoEF or funding agency - such as the World Bank or Asian Development Bank, EIAs shall be conducted and EMPs



shall be prepared in certain projects due to the possible impacts on eco-sensitive areas or due to the large scale environmental impacts across the state.

8.1.18 The objective of EIA is to foresee the potential environmental problems that would arise out of a proposed development and address them in the project's planning and design stage.

The stages in a typical EIA shall be as follows:

Screening	Screening is done to see whether a project requires environmental clearance as per the statutory notifications.
Scoping	Scoping is a process of detailing the terms of reference of EIA.
Baseline Data Collection	Baseline data describes the existing environmental status of the identified study area. The site-specific primary data shall be monitored for the identified parameters and supplemented by secondary data if available.
Impact Prediction	Impact prediction is a way of 'mapping' the environmental consequences of the significant aspects of the project and its alternatives.
Assessment of Alternatives, Delineation of Mitigation Measures and Environmental Impact Assessment Report	Possible alternatives shall be identified and environmental attributes compared. Alternatives shall cover both project location and process technologies. Alternatives shall then be ranked for selection of the best environmental option for optimum economic benefits to the community at large. Once alternatives have been reviewed, a mitigation plan shall be drawn up for the selected option and is supplemented with an EMP with details of monitoring for the implementation. An EIA report shall provide clear information to the decision-maker on the different environmental scenarios without the project, with the project and with project alternatives. Uncertainties shall be clearly reflected in the EIA report.
Public Hearing	Law requires that the public must be informed and consulted on a proposed development after the completion of EIA report.
Decision Making	Decision- making process involve consultation between the project proponent (assisted by a consultant) and the impact assessment authority (assisted by an expert group if necessary)
Monitoring of the Clearance Conditions	Monitoring shall be done during both construction and operation phases of a project.



Being specialized in nature, Conducting EIAs and preparing EMPs shall be done by external consultants on behalf of the OPWD. Taking into account the particular context of these works/projects, the OPWD shall prepare terms of reference for conducting the EIAs and preparing the EMPs by referring to the EIA Notification 2006.

A guideline for preparation of ToR for hiring external Consultant to carry out EIA is given as Annexure 8.4 in OPWD Manual.

8.1.19 EMP shall have following contents:

- a. "Management measures" comprising of table of preventive, mitigation and compensation measures for all identified significant impacts at the pre-construction, construction and operational stages of the project;
- b. Safety management plans for high-risk events or events with potential for significant environmental damage such as fires, fuel spills or explosions. For preparing the EMP, Guidance as per **Annexure 7.2 of the manual** shall be followed. On the advice of the Consultant OPWD officers shall determine whether additional BOQ items are necessary to achieve good environmental performance and accordingly include in the bid/contract document.

Supervision of project-specific EMP implementation can be carried out by the Department or given to Supervision Consultants (SC) based on the Department capacity and the scale of the project. The contractor has to prepare his schedule for the physical implementation of the project-specific EMP and take periodic consent of the supervision authority as stipulated in the project-specific EMP. Department has to ensure that the contractor obtains the necessary environmental clearances and also adheres to the project-specific EMP requirements through the pre-construction and construction stages. After the construction stage is completed, the project-specific EMP will include activities during the operational phase.

VII. Duties and Responsibilities

8.1.20 All cases of EIA shall be monitored by an Environment & Social Management Cell headed by SE in the Office of the EIC of respective Departments.

8.1.21 For the projects, requiring EIA, concerned Superintending Engineer shall include cost for engaging Consultants to carry out EIA studies and obtaining statutory approvals from the Authorities as well as the cost of implementations thereof and submit the proposal to Chief Engineer.

8.1.22 Chief Engineer shall examine the proposal of SE and recommend to EIC for approval of the proposal.

8.1.23 On receipt of A/A, Technical Sanctioning authority shall accord separate TS to the estimate and approve NIT to call bids for engaging Consultant.

8.1.24 Concerned Executive Engineer shall invite the bids for appointment of Consultant and forward the bids with his recommendations to the Authority competent to accept the bid. Procedures for invitations and acceptance of bids shall be as provided in Procurement Manual.

8.1.25 EEs shall coordinate the activities of the Consultants for timely study, preparation of Reports and to obtain approvals from the statutory authorities.



- 8.1.26** Consultants' reports shall be examined by SE and forward to CE with hid comments for acceptance.
- 8.1.27** Executive engineer shall be responsible to ensure implementation of EI mitigation activities.
- 8.1.28** Superintending Engineer shall review every month the progress of implementation of EI measures and shall take corrective actions wherever required.
- 8.1.29** Chief Engineer shall review quarterly the actions being taken at site for the implementation of EI measures.

8.2 Social Impact Management

I. General

8.2.1 This part of the chapter describes various Social issues associated with the works being carried out by OWD and other department engaged in Public Works. This provides details of the management measures that shall be administered by Environmental and Social Management Unit in the office of EIC of respective OPWDs. The National Rehabilitation and Resettlement Plan (NRRP) 2007, Odisha Rehabilitation and Resettlement plan (ORRP) 2006 and **Right to Fair Compensation and Transparency in Land acquisition, Rehabilitation and Resettlement Act, 2013** shall be the key guide in dealing with displaced persons affected by the project.

II. Social Impact Assessment (SIA)

8.2.2 Projects do cause both positive and negative social impacts on individuals, households and the local community in particular and the society in general. Social impacts of development projects vary depending on the size and type of projects settings and the characteristics of the community and environment affected. Involuntary displacement induced by development projects has extreme social impacts, which in many cases warrant detailed and specific study leading to resettlement. The projects displacement of protected tribes and SC/ST community people shall be dealt carefully.

III. Social Issues and Counter Measures

8.2.3 Careful examination of the social impacts of a project during the planning phase shall be carried out to minimize such impacts and suitable counter measures are included in the project design.

The salient features are:

Issues	Measures	When to Address		
		P	D	
Acquisition of land and assets resulting in families being displaced or loss of livelihood causing discomfort.	Conduct SIA of affected community (ies) - access to houses, business, and farmlands affected and consider options for relocation, improvement, compensation. We should seek free, prior and informed consent from the affected people.	P	D	



	Assess facilities (Govt. made & traditional) affected e.g., bus stop, playfield, water points, ponds, religious.	P	D	
	Take advantage of Govt. scheme	P	D	
	Dovetailing lifelong support program and earning opportunity	P	D	
	Develop time bound resettlement and rehabilitation action plan	P	D	
	Minimise disruption to social economic interaction	P	D	C
	Maximise potential benefit of development project	P	D	C
Severance of access roads to private or community properties,	Access roads are retained or approved, Safe access to sub roads provided		D	C
Destruction of social and cultural sites which have sentimental attachment or historical significance to the local community	Conduct survey of sites of social or cultural significance	P	D	
	Design project to minimise impact on sites of social/cultural significance		D	C
	Ensure construction works are managed to minimise/avoid impacts on identified sites		D	C
Loss of well-being and amenity from construction activities, prolonged delays to construction or lack of information provided	Development of cultural heritage sites for promoting tourism enhancement measures		D	C
	Construction planning to manage and minimise identified impacts		D	C
	Grievance redressal system & complaint handling system at village level, district level & state level		D	C
	Public meetings, information bulletins etc. to keep community informed of construction program and identify and address any issues arising	P	D	C
	Efficient construction practices		D	C
P – Planning Stage, D – Design, C – Construction.				
IV. Social Screening and Scoping Process (Categorisation)				
<p>8.2.4 At project investigation stage an exercise shall be carried out to categorise the project in either of the following three categories:</p> <p>S-1: Those projects which will affect 200 PAPs or more or if PAPs are physically displaced and will require a detailed SIA Report that would include a Resettlement Action Plan. These documents are to be submitted for approval by concerned EE and clearance by the Social Cell and the authority concerned for administrative/technical sanction.</p>				



	<p>S-2: Those projects in which no PAP is physically displaced or less than 200 PAPs are affected. In this case a Social Management Plan (SMP) is required that would include an abbreviated resettlement plan</p> <p>S-3: Those projects which will not affect any households at all.</p> <p>All clearances for Technical sanctions would be accorded by social cell for all S-1 and S-2 categories after field verification/audit of compliance with PWD R&R policy. Projects of Category-S-2 will require the same process and procedures of Category-S-1 but does not require administrative sanction. Odisha R&R policy 2006 is applicable to all project affected and entitled persons/families and establishments or institutions irrespective of the number of persons or families affected or displaced.</p> <p>The definition of different categories shall be as per ADB and WB guidelines for projects of ADB/WB respectively.</p>
	<p>V. Key Elements of SIA Process</p>
	<p>8.2.5 Scoping- Scoping identifies the type of the social impacts that are likely to be expected. Scoping is largely conceptual process and shall be undertaken by the SIA task force with assistance from discussions with interested parties. Special care shall be taken in dealing with SIA involving loss of livelihood, loss of asset, collective impact on group or community.</p>
	<p>8.2.6 Profiling - Profiling, sometimes considered to be part of the scoping process, involves gathering information about the community in the pre-impact state. The likely impact of other development projects in the proximity of the current development and any cumulative impacts should be considered.</p>
	<p>8.2.7 Public Consultation and Participation - The SIA task force would use a variety of community involvement strategies such as public meeting and community workshops to hold public discussion of the type and nature of development in the analysis of specific development alternatives.</p>
	<p>8.2.8 Mitigation, Monitoring and Management - The SIA task force by its involvement in the implementation planning of the development shall make concrete suggestions that will mitigate impacts and maximise the potential benefits according to the development.</p>
	<p>8.2.9 Audit - Audit refers a review of the whole procedure of SIA, as it was applied to the specific project. Such audit shall be got done mid-term and end-term in important projects. Financial audit shall also be necessary to ensure achievement.</p>
	<p>8.2.10 Engagement of Consultants - For project in S1 category external consultant shall be engaged for preparation of SIA. Engagement of external consultants can also be done for conducting Audits. Services of local NGOs can also be hired for implementation of Resettlement Action Plan and for facilitating in LA Plan.</p>
	<p>VI. Rehabilitation & Resettlement</p>
	<p>8.2.11 The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013 (RFCTLARR Act 2013),</p>



	<p>Provides the procedure and manner of Rehabilitation & Resettlement. The Act provides for the following appointment of Administration for every Project. (2). State Govt. shall appoint commissioner for Rehabilitation and Resettlement of affected families. (3). Rehabilitation/Resettlement committee at Project level for Projects requiring LA of 100 acres and more to monitor & Review the implementation of R&R.</p>
	<p>8.2.12 The Act 2013 also provides for establishment of state monitoring committee for monitoring R&R and establishment of LA & R&R authority for settlement of R&R disputes.</p>
	<p>VII. Duties and responsibilities of OPWD officers</p>
	<p>8.2.13 For the projects, requiring SIA, concerned Superintending Engineer shall include cost for engaging Consultants to carry out SIA studies and obtaining statutory approvals from the Authorities as well as the cost of implementations thereof and submit the proposal to Chief Engineer.</p> <p>8.2.14 Chief Engineer shall examine the proposal of SE and recommend to EIC for approval of the proposal.</p> <p>8.2.15 On receipt of A/A, Technical Sanctioning authority shall accord separate T.S to the estimate and approve NIT to call bids for engaging Consultant.</p> <p>8.2.16 Concerned Executive Engineer shall invite the bids for appointment of Consultant and forward the bids with his recommendations to the Authority competent to accept the bid. Procedures for invitations and acceptance of bids shall be as provided in Procurement Manual.</p> <p>8.2.17 EEs shall coordinate the activities of the Consultants for timely study, preparation of Reports and to obtain approvals from the statutory authorities.</p> <p>8.2.18 Consultants' reports shall be examined by SE and forwarded to CE with his comments for acceptance.</p> <p>8.2.19 EE along with the Consultant shall attend the public hearing, wherever necessary.</p> <p>8.2.20 Executive engineer shall be responsible to ensure implementation of SI mitigation measures.</p> <p>8.2.21 For implementation of SI measures concerned EE shall initiate timely actions before actual project works start so that progress of projects does not suffer.</p> <p>8.2.22 Superintending Engineer shall review every month the progress of implementation of SI measures and shall take corrective actions wherever required.</p> <p>8.2.23 Chief Engineer shall review quarterly the actions being taken at site of the implementation of SI measures.</p>



CHAPTER 9

ASSET MANAGEMENT



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>9 ASSET MANAGEMENT</p>
<p>No suitable provision in OPWD Code</p>	<p>9.1 General</p> <p>9.1.1 Assets mean movable assets like assets acquired for IT, furniture etc. and permanent assets under the administrative control of OPWD like lands, roads, buildings, bridges, rest house, canals, distributaries, water supply lines, sewer/storm waterline, sub stations, water treatment plants, sewage treatment plants, pumping and booster stations, water tanks and reservoirs, dams, weir, head-works, regulators, etc. Maintenance of all the assets is as important as creation of new assets. The maintenance activities should be properly planned and implemented periodically.</p>
	<p>9.1.2 For effective management of the assets, each Division shall maintain complete and up-to-date inventories of all the assets under its jurisdiction. The record shall include the up to date condition of the assets and details of maintenance carried out in the past. This part of record shall be up dated every year. These records shall be kept in hard as well as in soft copy. Typically, the records shall include following inventories:</p> <ul style="list-style-type: none"> i. Inventory of land with reference to available land records and maps; ii. Inventory of roads, drains, canals, distributaries, water supply lines, sewer/storm water line; iii. Register of buildings, sub stations and services; iv. Register of bridges, ROB, VUP,PUP, culverts etc.; v. Register of <i>intake points</i>, water treatment plants, sewage treatment plants, pumping and booster stations, <i>water retaining structures such as Elevated Service Reservoir (ESR), Ground Service Reservoir (GSR), over ground service reservoir (OGR) , disposal points</i> and other structures appurtenant thereto; vi. Register of dams, weir, head-works, regulators, canals, distributaries, siphons, outlets, aqueducts, pump houses, pumps, workshops, silt excluders/ejectors and other related structures; vii. Register of flow of rivers by plain tabling and remote sensing etc. <p>OPWD shall notify one Division in every District to be the custodian of all records pertaining to the District. If a particular work pertains to two or more districts, the EIC shall order the records to be kept in all the one particular Districts to which the work pertains.</p>
	<p>I. Land Management</p>
	<p>9.1.3 Land Management is the most important activity of Asset Management. The land plans and land records are the basic documents of property right of the Government.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>Executive Engineer/Divisional Officer shall maintain a record of all asset with in his jurisdiction in suitable form in which particulars of the lands vested with it shall be entered. In the case of highways, drains, etc. proper land and strip plans shall be prepared. These records shall be reviewed and revised every three years.</p> <p>The boundaries of the land shall be demarcated and secured by a wall, fence or pucca boundary pillars, as considered necessary.</p> <p>As and when Department acquires fresh lands for any purpose (or gets land by voluntary donation), it shall get the mutation of the land in revenue records done in its favour and simultaneously include it in the inventory.</p> <p>In case Department land is given on lease to other Department, corporation or a private party, such records shall be maintained in Lease Register along with copies of lease agreement etc.</p>
	<p>9.1.4 During the month of September/October of every year Executive Engineer/Divisional Officer shall arrange an annual check of the boundaries of land in his charge with a view to detect any unauthorized encroachment and prepare a report regarding the same and forward the same to the Superintending Engineer.</p>
	<p>9.1.5 The encroachments generally occur on appurtenant land of Government buildings or adjoining the roads and bridges. Soon an encroachment is discovered; the Divisional Officer shall initiate steps for its removal and if needed, take help of police and revenue. The laxity on the part of staff, who allowed such encroachment to go un-checked, shall be enquired into on urgent basis and action taken as required against the officials found responsible. Status report of the encroachment and actions taken of its removal should be reported to the Chief Engineer through the Superintending Engineer.</p>
	<p>9.1.6 Surplus land in the jurisdiction of Department may be kept in reserve for future needs of the Department or, with the approval of the State Government, given on annual lease for cultivation or commercial use or transferred to other Departments after evaluating objectively. Where land is given on annual lease to private parties there should be express condition stating the right of the Government for taking over the same for public use as and when required.</p>
	<p>II. Management of Roads</p>
	<p>9.1.7 The boundary pillars shall be fixed all along the alignment of roads at suitable intervals. Cost of new pillars or replacement of lost ones shall be charged to maintenance funds for roads.</p>
	<p>9.1.8 Department shall maintain authoritative land plans (certified by the Revenue Department) for the roads under its charge. Such plan shall show clearly the right of way, measurements of road widths, distances between boundary marks and sufficient measurements from permanent and fixed points to enable the location of boundary marks in case they have been displaced or tampered with.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>9.1.9 No person, without the written permission of the Divisional Officer and without depositing fee as may be prescribed by Government from time to time, shall occupy any highway/road land by way of putting up temporary awning, tent or pandal, storing or depositing goods, making excavations, laying pipe lines or cables, erecting poles for electric or telephones lines, or other manner. Any application received in this regard shall be decided within 15 days by the concerned Divisional Officer.</p> <p>The permission so granted shall clearly specify the date up to which the person is authorised to occupy the highway land, the purpose of occupation and the exact portion permitted to be occupied, along with supporting plan or sketch, if necessary. It shall also be accompanied by an undertaking that the cost of removal and shifting of the said structures and utilities, if required by the PWD, shall be borne by the person or authority to which the said permission is granted. The said person or authority shall produce the permit for inspection whenever called upon to do so by any highway official and shall, on the expiry of the permit, release the land occupied by him after restoring it to its original state.</p>
	<p>9.1.10 OPWD lays down the limits of building and control lines to be observed in the case of state roads. The purpose is (i) to ensure safety and convenience of traffic and welfare of public; (ii) check ribbon development and haphazard growth; and (iii) meet future needs of widening and up-gradation of the roads.</p> <p>EEs of Department shall perform the duties in this regard and informatory boards in prescribed language shall be fixed prominently along these roads. To establish violations if any, they shall demarcate on land plans the existence of all structures along the roads as on the applicable date and supplement the same with videography to the extent possible. Funds requirement in this purpose can be charged to maintenance grant. Action taken and progress made by the EEs in this regard shall be reviewed periodically by the Superintending Engineer and Chief Engineer.</p>
	<p>9.1.11 On divided highways, median openings shall generally be limited to intersections with public roads, and not permitted for individual business needs. Where intersections happen to be far apart, additional median openings may be provided at intervals of not more than two kilometres for U-turns, diversion of traffic or for maintenance purposes. Unauthorised median cuts shall be closed as soon as they come to notice and suitable action taken against the person/agency responsible for the offence initiated including lodging complain to Police.</p>
	<p>9.1.12 Location and layout of petrol pumps shall be regulated by IRC Publication IRC: 12 “Guidelines for Access, Location and Lay-out of Roadside Fuel Stations and Service Stations”. For providing access through public land, a lease agreement in the prescribed form shall be entered into with the sanction of the competent authority. In case of NHs, guidelines and instructions of the MoRT&H, GOI shall apply.</p>
	<p>9.1.13 Bus Stands should be located beyond the carriage way with sufficient set back from the building line prescribed for the road so as to permit space for a service road. A minimum of 30 meter distance from the centre of the road shall be maintained. Access to the bus stand should normally be limited to one point of the road.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>9.1.14 The roads have become important and attractive means of advertisement. Permission of the Roadside advertisement within ROW shall be granted by the concerned Superintending Engineer on the recommendation of EE based on the guidelines of IRC publication "IRC: 46: A Policy of Road side Advertisement". If the conditions imposed in the permission are violated, Assistant Engineer in-charge shall issue show cause notice to the owner and ask for the violation to be remedied immediately. If the owner fails to do so within a reasonable time, the AE shall, by notice, have the structure removed and take police help if needed. Sub-Divisional Engineer and the Divisional Officer shall also exercise control and vigilance in this behalf, and take the help of district administration where required. In city limits the advertisement shall be controlled by the municipal corporation as per prescribed norms and specification.</p>
	<p>9.1.15 Obstruction caused by accidents, vehicle breakdown, spillage of goods, inundation of road, landslide, failure of a structure, blockage of road etc. shall be got removed as soon as possible. Appropriate means best suited to the situation shall be adopted by Executive Engineer/Divisional Officer, including seeking police help, medical assistance and intervention of district administration.</p>
	<p>9.1.16 Executive Engineer/Divisional Officer must ensure seven days traffic census on major roads and at such locations, as designated by the CE, shall usually be carried out once a year. Census may be done manually, but in case of heavily trafficked sections, particularly the sections for tolling on PPP (Public Private Participation) mode, smart automatic traffic counters may be used. Axle load survey shall be done at strategic locations as decided by the CE to build a reliable data base for pavement design and appropriate investment decisions.</p>
	<p>9.1.17 As over-loading causes severe damage to the road structure resulting in poor riding quality, safety hazards, reduced life of pavement, higher demand for maintenance and huge pressure on limited financial resources, Executive Engineer/Divisional Officer shall cooperate with Transport Department to evolve mechanism to enforce axle load restrictions notified by the Government. Weigh bridges shall be installed where necessary for this purpose till GOO prescribes procedure to deal with this problem. Inter-agency coordination of various Departments, especially Transport and Police, shall be effected with clear assignment of responsibilities for effective enforcement and generation of awareness among transport operators.</p>
	<p>9.1.18 Maintenance of assets is an important function of asset management. Three broad methods for maintenance of assets shall be followed by Executive Engineer/Divisional Officer within his jurisdiction:</p> <ul style="list-style-type: none"> i. Input-based Maintenance; ii. Performance-based Maintenance; iii. Toll-based Maintenance.



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>Model standard contract on performance based maintenance of IRC after suitable modification, Model Toll Based Maintenance Contract of planning commission after suitable modification and Standard Bidding Documents for normal contract shall be used for this purpose. The annual maintenance plan shall be based on Asset Management System (AMS).</p>
	<p>9.1.19 Executive Engineer/Divisional Officer shall evolve the method of mix of Departmental labour and contract work for maintenance, wherein, most of the items of ordinary/routine maintenance (which are not susceptible to accurate measurements) are done by permanent Department labour in Department, and only some, like painting of kilometer stones and sign boards in case of road works, are contracted out. In certain cases such as maintenance of roads, mobile maintenance vans may be used to improve quality and reduce response time.</p>
	<p>9.1.20 Executive Engineer/Divisional Officer with permission/approval of SE/CE can go for the maintenance by contract where all of the maintenance works, whether ordinary/routine repairs or special repairs are contracted out and payment are made on the basis of prescribed performance norms. To encourage contractors to invest in suitable machinery/equipment and to efficiently carry out the operations, contracts could preferably be for a larger value and for longer tenures up to 3 years. These maintenance contracts could follow a pre-qualification procedure and should have a performance guarantee requirement. Bid documents should clearly spell out all aspects of maintenance and requirements, such as:</p> <ul style="list-style-type: none"> i. Various activities or BOQ items; ii. Specifications to be followed; iii. System of quoting rates e.g. lump sum per km per month for routine maintenance; unit rate per km for periodic renewal; unit rate per ton of bituminous mix for profile correction, etc.; iv. Contractor's field set-up; v. Contingent liabilities such as patrolling; management of traffic, provision and maintenance of diversions and safety measures and environment management during construction/maintenance operations; vi. Expected service levels and permitted tolerances; vii. Method/arrangement of recovery or detection of defect; viii. Response time for rectification of defect or distress; ix. Frequency and level of intervention; x. Procedures of inspection, testing, measurement and payment; and



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>xi. Penalties for sub-standard or delayed performance or non-compliance, etc. In performance based maintenance system, monthly payment for maintenance work and services is made to the contractor at the approved contract rates if he has complied, during the month in question, meeting the service levels stipulated in the contract. If the service levels are not met, payment may be withheld or reduced appropriately for that particular month. The system of reducing the rates for incomplete or less than the satisfactory performance must not be allowed. The withheld or reduced payments may be carried over to the next month on compliance being shown subsequently but no further beyond. For all works of maintenance to be done through contract shall be as per SBDs for works or services as the case may be. For detailed procedure Procurement Manual shall be followed.</p>
	<p>9.1.21 This method may be adopted by Executive Engineer/Divisional Officer for roads carrying heavy volume of traffic so as to attract private capital or some other facilities such as parking spaces, bus stands, etc. Scope of work and level of maintenance are defined, toll rates are fixed (with penalties for non-performance or sub-standard performance), period for initial improvement of the road/other facility to the specified standard and period of concession or share of toll revenue are also laid down, and the work is allotted to the entrepreneur offering maximum payment to the Government.</p>
	<p>9.1.22 Bridges and culverts are vital to the road network since, closure of any bridge or culvert for traffic disrupts traffic of the whole road network. It is therefore essential to keep them well maintained and in traffic worthy condition all the time. Regular inspection of these structures as per IRC guidelines (SP 35: Guidelines for inspection and maintenance of bridges) shall be done and repair and rehabilitation works undertaken wherever required as per IRC guidelines (SP 40: Guidelines and techniques for strengthening and rehabilitation of bridges). A record of details of bridges/ culverts their structure and their condition along with the record of repair and rehabilitation work done in the past shall be kept duly updated every year in proforma given in the manual.</p>
	<p>9.1.23 For Public buildings both residential and non-residential layout plan of the building, land in which the same is situated and plans of services shall be maintained for record. The inventories of the building shall include all fittings, fixtures and furniture, fire-fighting arrangements etc. All PWD division shall keep record of all buildings under their jurisdiction in prescribed form for register of buildings given in the manual. The Building Register shall have details like year of construction, cost of construction, inventories of fittings & fixtures record of its condition and maintenance work done.</p> <p>9.1.24 Designated Executive Engineer shall be responsible for upkeep and maintenance of every building. All maintenance and repair works shall be carried out by them under their supervision. They will carry out all annual repair and day to day maintenance as per schedule of such work prepared every year in advance. The items like white washing, colour washing, distempering, painting of wood works in doors and windows, steel</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	works etc. will normally form part of annual repair. The frequency of painting of wood work, steel work and distemping walls however shall be once in two years. The special repair shall be carried out as per requirement and shall include items like repair to floor, plasters, damaged wall, waterproofing, wood work and other such items which relates to safety of the structure. The special repair shall be undertaken as per requirement and availability of fund.
	9.1.25 The record of all important irrigation structure in suitable form shall be kept. Such record should include canals, drainage system, dams & allied structure, wires, spillways, barrages, canal head works etc. The structures should be periodically inspected and maintenance works planned. The record should show the condition of structure and maintenance works done in the past.
	9.1.26 Records for all drinking water supply schemes, sewerage and storm water drains shall be maintained in suitable form. The record should indicate the condition of these structures and the maintenance works done in the past. Periodical inspection of all these structure shall be done and maintenance work planned based on the condition of the structure. Important issues for maintenance of these works are given in the Manual.
	9.1.27 Tools and Plants required for general use of the Department will be accounted for as part of stock The Executive Engineer shall annually review the existing stock of available Tools and Plants in the division. Effort shall be made to utilize the available tools & plants in the division and also by other divisions who may need them. Tools and Plants not in use or not in working condition shall survey reported and disposed off.
	9.1.28 A record of all machinery available in the division shall be kept and reviewed annually. All machinery not in working condition and not fit for economical repairs and those which are not in use shall be promptly survey reported and disposed off.
	<p>9.1.29 Repair maintenance of moveable assets like vehicles, tools & plants are essential so that the function efficiently whenever required. The maintenance works are divided into three broad categories viz.</p> <p>9.1.30 Preventive Maintenance</p> <p>9.1.31 Periodical Overhauls</p> <p>9.1.32 Special Repairs</p>
	<p>9.2 Odisha Road Asset Management System (O-RAM)</p> <p>9.2.1 The OWD is in process of developing Odisha Road Asset Management System (ORAMS). The System is proposed to include the following components:</p> <ul style="list-style-type: none"> a. Road Information System (RIS) b. Bridge Information System (BIS) and Bridge Management System (BMS) c. Pavement Management System (PMS)



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>d. Routine Maintenance Management System (RMMS) e. Right of Way Features Information Management System (RWFIMS) f. Traffic Information System (TIS)</p> <p>This is being established to have all information of Road and other assets on its alignment and computerise all maintenance programs for their proper upkeep. In this geographical locations of roads are defined in a Geographical Information System (GIS) collected through GPS survey on all state roads (SH, MDR, ODR).</p>
	<p>9.2.2 Similar GIS based management of other assets located across the state like, canals, drains, water supply and sewerage networks needs to be planned for proper asset management. This will require mapping the entire network, node-wise, thereby enabling strategic planning, up-gradation and maintenance.</p> <p>9.2.3 The data shall contain all the essential physical attributes of the assets, and should be up-dated annually to account for the changes and developments.</p>
	<p>9.3 Water Supply and Sewerage Asset Management System</p>
	<p>9.3.1 The OPWDs in charge of assets relating to water supply and sewerage/sanitation shall prepare a Comprehensive Asset Management Plan (CAMP) document Division wise and through a committee with EIC/CE as Chairman review from time to time the CAMP, preferably every three years, to check if the methodology used in core components have significantly changed over the time necessitating a revision. The components of the CAMP and their details are given in OPWD Manual.</p>
	<p>9.4 General Policy</p>
	<p>9.4.1 EIC/CE need to finalise/update the policy annually & fundamental approach in the matter of assets management is to exercise prescribe checks and controls, carry out stipulated operation and maintenance procedures and keep strict surveillance against encroachments, cuts and breaches, un-planned / illegal usage of the facility be specify.</p> <p>9.4.2 Special repair measures if required should be initiated and completed well before major damage or irretrievable harm takes place.</p>



CHAPTER 10

QUALITY MANAGEMENT



Existing As IS Provision	Suggested Provision (New Chapter)
	<p>10 QUALITY MANAGEMENT</p>
<p>No provision in existing OPWD Code</p>	<p>10.1 General</p> <p>10.1.1 The term Quality is the totality of needs that are expected from the desired product. It embraces aspects such as:</p> <ul style="list-style-type: none"> i. Conformity with the specified requirements like quality of materials, sources, characteristics; ii. Conformity with the specified specifications in respect of strength of materials and products, durability performance tests etc.; iii. Acceptable appearances of the executed works; uniformity to the specified geometrics etc.; iv. Functionality; v. Quality Management in works & services include quality in all related activities leading to final product like, planning, designing, survey & investigation, preparation of feasibility report, DPRs, bid documents, data collection etc. to meet the requirement of a project.
	<p>10.2 Quality Management System</p>
	<p>10.2.1 The Quality Management System (QMS) provides structure including documentation and process which enables the delivery of products and services to be controlled and managed to meet the specified requirements consistently. It is a management technique used to communicate with employees and consultants/contractors, what is required to produce desired quality of product and services.</p> <p>QMS comprise of:</p> <ul style="list-style-type: none"> i. Employer’s Quality Policy contained in “Quality Assurance Manual” to meet the requirement of a project. ii. Expected quality of the Contractor/supplier’ product or service to meet Department’s needs as documented in “Quality Management Plan” specific to the Project iii. Supervision consultants Quality Policy, with regard to achieving the employer’s quality need iv. Internal inspection and audit system of quality to ensure compliance of quality management plan.
	<p>I. Quality Assurance</p>
	<p>10.2.2 This is a planned and systematic activities implemented in a quality system that quality requirements of a product or service will be fulfilled.</p>
	<p>10.2.3 Quality assurance activity is the organised methodology of evaluating the overall project on a regular basis, from inception to completion,</p>



Existing As IS Provision	Suggested Provision (New Chapter)
	<p>in order to:</p> <ul style="list-style-type: none"> i. To ensure that all the factors affecting adequacy of design, specifications, materials, workmanship, construction techniques etc. have been taken care of and final products/services satisfy the required quality; ii. To provide documentary evidence that all specified requirements have been met with. iii. To ensure progressively improved and uniform quality of finished work. iv. Availability of adequately manned and equipped agency for overseeing the quality aspects. <p>In order to achieve above, the Engineer in charge shall make sure that the provision are in built in the contract for a system of continuous check on quality by the field staff and the contractor for ensuring quality of work, availability of adequately manned and equipped agency for overseeing the quality. A periodical appraisal of quality shall be recorded by AE in charge of work/project.</p>
	<p>II. Quality Assurance Manual</p>
	<p>10.2.4 Quality assurance Manual shall be the base document outlining policy, procedures, responsibilities, compliance, acceptance criteria and documentation and generally cover the following:</p> <ul style="list-style-type: none"> i. Identifications of all parties involved in Quality Assurance; ii. Internal QA of each party; iii. Levels of cross-check/verification including system of inspection & audit, wherever applicable; iv. Organisation, responsibilities reporting channel of QA; v. Criteria for acceptance/rejection with identification of authorities for such decisions; vi. Inspection at the time of physical completion of work; vii. Inspection at end of defects liability period; viii. Items to be covered in Maintenance Manual and; ix. Formats for documentation.
	<p>III. Quality Management Plan</p>
	<p>10.2.5 A Quality Management Plan (QMP) is a project or contract specific plan. Engineer-in-Charge shall insure that QMP have following minimum features:</p>



Existing As IS Provision	Suggested Provision (New Chapter)
	<ul style="list-style-type: none"> i. Tender document for all the works costing more than Rs. 5 crores shall specify. ii. Number of required tests and frequency of testing. iii. The minimum Machinery and other T&P required at site by the contractor. iv. The Field laboratory is required to be set up.
	<p>10.2.6 Executive Engineer must ensure that the contractor executing a work costing more than Rs. 5 crores submit the QMP in consonance with the plan provided in the contract. The QMP to be submitted by the Contractor should have following details:</p> <ul style="list-style-type: none"> i. Site management structure and responsibility of each individual; ii. Appropriate general procedures; iii. Specific work procedures; iv. Quality plans for important items, listing quality requirements; v. Inspection of tests conducted;
	<p>10.2.7 Where design relating to contractor, designed items are required appropriate procedures will be written, which shall cover:</p> <ul style="list-style-type: none"> i. Preliminary drawings; ii. Basic data, its sources, responsibility of supply and methods of verification; iii. Design approach, applicable codes, design specifications; iv. Method of analysis, calculation, checking and internal approvals; v. Final drawings; vi. Proof checking and approval by external authority, if any.
	<p>10.2.8 Engineer-in-Charge must take care in respect of quality assurance of materials in following aspects:</p> <ul style="list-style-type: none"> i. Testing of materials for source approval; ii. Inspection and certification of materials on receipt; iii. Testing of materials going into the construction; iv. Maintaining test records; v. Assessment and analysis; vi. Test frequencies and calibration schedules;



Existing As IS Provision	Suggested Provision (New Chapter)
	<ul style="list-style-type: none"> vii. Storage and issue of materials; viii. Inventory.
	<p>IV. Responsibility for Quality Assurance</p>
	<p>10.2.9 The Departmental responsibility for ensuring proper quality of work as per approved specifications rests with the construction team of Executive Engineer, Assistant Engineer and Junior Engineer. The EE as per contract being legal entity responsible for quality check and administering the contract but the Superintending Engineer shall be overall-responsible overall superintendence and management of Quality System and Procedures for the works under his charge. The Chief Engineer shall periodically review and monitor the Quality Assurance System. To carry out inspection in a regular and systematic manner to achieve the desired workmanship at various stages of work, employer shall devise an appropriate system to cover following activities:-</p> <ul style="list-style-type: none"> i. Request forms for inspection; ii. Inspection proformas; iii. Levels of authority for inspection; iv. Inspection procedures (preliminary, periodic and on completion); v. Check lists to systematise the inspections; vi. Records of inspection.
	<p>10.2.10 The implementation of Quality Assurance in the field will require close co-operation among the three agencies, namely (a) field engineers (b) the construction agency, and (c) the Quality Assurance team under CE (Quality Assurance). However, responsibility of quality of work, rests with the Contractors and the field engineers of the Department.</p>
	<p>10.2.11 In the project where supervision is out sourced, the role and responsibility of Independent Engineer with regard to quality management will be as per Standard Bidding Document.</p>
	<p>V. Functions and responsibilities of CE in charge of Quality Management</p>
	<p>10.2.12 As second tier monitoring of quality control, Chief Engineer in charge of quality management shall carryout periodical inspection of projects costing more than Rs. 5 crores on random selection basis to monitor quality of the works being executed. He shall be assisted by a SE in charge of quality management and EE in charge of quality management to carry out the responsibilities.</p> <p>In addition to carry out Quality Audit other major functions assigned to CE in charge of Quality Assurance are as under:</p> <ul style="list-style-type: none"> i. To carry out inspection of works costing more than Rs. 5 crores from the Quality Assurance angle on selective basis. The unit will check and



Existing As IS Provision	Suggested Provision (New Chapter)
	<p>comment on the Quality Assurance system in place. In selecting works for inspection, their uniqueness, complexities and special characteristics, if any, shall be kept in view. For effective quality assurance, any major work shall be inspected during various stages of its execution. The inspection should be so planned that the same is done at least once when major important items of work are under execution. The works like major bridges and high rise buildings shall be inspected at various stages of their execution.</p> <ul style="list-style-type: none"> ii. To provide guidance in setting up laboratories at various stations/work sites. iii. To review the performance of new materials and techniques introduced in the Department from time to time on the basis of the field inspections. iv. To submit quarterly reports in brief to the Engineer in Chief (Civil) covering list of major works inspected and observations regarding defects/deficiencies etc. v. To deal with policy issues pertaining to Total Quality Management System (TQM) for the O.W.D. as a whole. vi. To issue guidelines/instructions to ensure uniformity, consistency and reliability in implementation of Quality Assurance systems and procedures in the OWD. vii. To review the existing tolerance limits, and to lay down the tolerance limits in respect of finished items for which such limits are not specified in the relevant O.W.D. specifications. Such tolerance limits will be fixed on the basis of the accumulated experience in various works. viii. Apart from routine checks to inspect any work, or carry out investigations and enquiries with regard to quality related aspects assigned by the Engineer in Chief of respective OPWD/Secretary of the Administrative Department/CVO (declared by the Administrative Department).
	<p>Water used for Construction</p>
	<p>Water used for construction is a vital contributory factor in the durability of the structures. The source of water supply should be subjected to strict scrutiny and investigation as regards quality of water in accordance with the requirements of the specifications or standards. The requisite checks and controls shall be exercised in the beginning and throughout the construction period by Executive Engineer/Divisional Officer.</p>
	<p>VI. Field Laboratories</p>
	<p>10.2.13 The Field Testing Laboratories by Contractors and OWD Testing Laboratories shall be utilised in exercising control of quality. The Superintending Engineer shall from time to time review the functioning of these Field Testing Laboratories, and suggest ways and means of improving the standard of their performance, in consultation with the CE in charge of quality management if necessary.</p>
	<p>10.2.14 In all major works costing more than Rs. 5 crores, the contractor shall be required to establish complete field testing laboratory, including all equipment necessary for conducting test on materials and mixes to check the quality as stipulated in specification and arrange all the</p>



Existing As IS Provision	Suggested Provision (New Chapter)
	<p>relevant Codes and Standards shall be specified in the tender documents. The contractor shall also arrange for equipment, Codes, and Standards, during the execution of the work. The contractor shall also provide the minimum staff, as specified, for quality assurance. The Executive Engineer shall ensure that the contractor engage qualified and competent laboratory assistant to undertake the quality control tests and manage the free laboratory. He shall also provide for a temporary building, of the specified size and specifications, at the allotted space at site, for housing the testing laboratory.</p>
	<p>VII. Outside/Independent Testing Facilities</p>
	<p>10.2.15 Extensive testing of the materials used for construction is a pre-requisite for attaining high quality of the work. This shall also require specialised tests, physical, chemical, ultrasonic, x-ray and various other types of tests which cannot possibly be carried out in a site laboratory. These tests also require specialised personnel who regularly deal in such testing. Therefore, the need arises for carrying out the tests in outside laboratories. These laboratories shall be Govt. laboratory or Govt. approved laboratory only. However, Executive Engineer may allow testing of materials in any Govt. Lab/Public Undertaking Lab/IIT or NIT Lab/Government Engineering college without prior approval of Superintending Engineer provided these Labs have all necessary facility to carry out the required tests.</p>
	<p>VIII. Quality Control</p>
	<p>The observations techniques and activities used to fulfill requirement of quality is called quality control.</p>
	<p>10.2.16 Quality Control is a sub – set activity to implement Quality Assurance. It comprises of structured activities like the following:-</p> <ul style="list-style-type: none"> i. Quality control of incoming materials; ii. Monitoring of production processes; iii. Inspection and Testing; iv. Identification of causes of unsatisfactory performance and their elimination.
	<p>10.2.17 All materials whether: (i) natural such as earth, stone; (ii) processed such as WBM, WMM etc.; (iii) manufactured such as bricks, cement ,steel, pipes, machinery, fittings; and (iv) designed such as concrete, BM etc. to be used in the work, shall be approved by the Engineer-in –charge with the assistance of Assistant Engineer/ Junior Engineer.</p> <p>Visual inspection of the incoming materials is very necessary and many of the defects can be observed at the initial stage. Material Inspection Register shall be kept at site. Materials found unacceptable shall be removed from the site and their use shall be strictly prohibited.</p> <p>Laboratory Tests shall be carried out in accordance with the prescribed procedures regarding sampling, frequency and method of testing. The</p>



Existing As IS Provision	Suggested Provision (New Chapter)
	results of tests shall be systematically recorded.
	10.2.18 While specifying different makes of manufactured items, care shall be taken that they are of the same quality in terms construction/manufacture, finish, texture, weight, performance, durability etc.
	10.2.19 Samples shall be approved beforehand and kept at site office for comparison during construction. Manufacturer’s certificate shall be insisted upon wherever possible, but samples should also be drawn and tested independently to ensure quality.
	10.2.20 Generally BIS marked items should be preferred. Normally, genuine BIS marked items may be accepted without further testing. But if large quantities of such items are to be used, it is desirable to test samples drawn at random. Samples should be drawn in the presence of the contractor, as far as possible, and be representative for the materials to be tested. Sample bags/containers shall be given suitable identification numbers, sample locations, date of sampling etc. A register shall be maintained for the purpose.
	10.2.21 Process control at the level of Executive Engineer/Assistant Engineer involves appropriate control of all the ingredients involved in production of a processed material such as concrete, bituminous mix, WMM etc. it will embrace right quality of materials, type of equipment, blending, mixing, producing, transportation and laying/depositing at site of work so that desired specifications are achieved. Engineer-in –charge shall ensure that method of processing is proper so that finished product meets all the required standards and specifications.
	10.2.22 Performance Tests: These tests shall be in the nature of: load tests on piles, beams, bridges; compaction tests on earth fills; permeability tests on concrete; hydraulic tests on water supply/sewerage/drainage pipes; surface unevenness tests on roads/runways; mandrel and water tightness tests on cables and ducts, etc. They shall be done with thoroughness to give confidence of quality. After carrying out of tests, the Engineer-in –charge shall: (i) review the failure; (ii) decide the course of action about materials/samples failing in tests; and (iii) ensure that no failed material is used in the work.
	<p>10.2.23 Supervision and Checking: Construction activities shall only be started after materials to be used have been tested and found satisfactory. Next activity shall be taken up only when the preceding activity is satisfactorily completed. For every item of work, checks to be exercised shall be listed out so that nothing of importance is left out.</p> <p>The Junior Engineer and Assistant Engineer/Sub Divisional Engineer are directly responsible for quality of works. However, Executive Engineer shall see that the prescribed procedures are being followed and he shall test check the work to the prescribed limit both with regard to measurements and quality. The Executive Engineer shall be responsible for the quality standard of critical items.</p>
	IX. Quality Audit



Existing As IS Provision	Suggested Provision (New Chapter)
	<p>10.2.24 Quality Audit is a check by independent expert personnel who are not directly responsible for the work being audited. It shall be carried out by the QA cell under CE in charge of QP. Para 9.1.11 shall be referred to for the function and responsibilities of the Audit team. The expert quality auditors lead by EE (QA) shall visit the works periodically for few days to verify and report on:</p> <ul style="list-style-type: none">i. Implementation of Quality Assurance Manual;ii. Extent of control exercised by the contractor and the employer/ supervision consultant;iii. Compliance with specifications and provisions of contract;iv. Findings of critical analysis of test results, deficiencies observed and suggestions for improvements;v. Re auditing of compliance actions
	<p>10.2.25 Quality Audit by third party shall be provided in important and high value projects to be decided by the Chief Engineer in charge of the project.</p>
	<p>10.2.26 Serious irregularities in the quality notice at any level shall be referred to vigilance of the Department and/or Departmental officer as the case may be.</p>



CHAPTER 11

DISPUTE REDRESSAL, ARBITRATION AND RTI



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>11 DISPUTE REDRESSAL, ARBITRATION & RTI</p>
<p>No provision in OPWD Code</p>	<p>11.1 Dispute Redressal</p> <p>I. Dispute</p> <p>11.1.1 Assertion of a right or claim by one party and its denial or repudiation by the other party, whether expressed or implied and whether by words or by conduct constitute dispute.</p> <p>The officials of OWD and other Engineering Department handling the contract should thoroughly understand the various clauses of the contract and their implications, recognise rights and obligations of the parties, and administer the contract in a reasonable and business-like, manner and shall make efforts to ensure that all genuine issues of the contractor are resolved in time.</p> <p>All contracts apart from Arbitration should provide for “Dispute Redressal Committee (DRC)” to address the issues and to facilitate early decisions thereon. The EIC in consultation with EIC-cum-Secretary/ Secretary. Shall approve the constitution of DRC on the guidelines given in para 10.2.10 of this Code.</p>
	<p>II. Disputes and Stages of the Project</p>
	<p>11.1.2 Three important stages of a project are;</p> <ul style="list-style-type: none"> i. Tender stage, ii. Pre-construction stage iii. Construction stage. <p>At every stage, OPWD officials shall consciously avoid actions/situations likely to result in disputes, but without showing laxity in effectuating the provisions of the contract or neglect of their prescribed duties.</p> <p>The decision on the complains received at tender stage shall be conveyed to the complainant in writing at the earliest but not later than 15 days of the date of receipt of the complaint. Care should be taken to ensure that no tender process is adversely affected by this process of complain disposal.</p> <p>11.1.3 To avoid disputes relating to tender stage, the tender documents shall be clear, unequivocal and complete, and consistent with one another. Specifications capable of more than one interpretation or prescribing materials which are not easily available shall be avoided. Proper</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>time for tendering as well as completion, commensurate with the nature of work and its complexity, shall be given by NIT approving authority. Queries raised during pre-bid meeting shall be answered comprehensively and proceedings duly recorded and issued which shall form part of the bid document.</p> <p>11.1.4 To avoid pre-construction stage disputes, the Engineer-in-Charge shall take timely and effective steps to discharge the obligations cast on the employer such as availability of site, cutting of trees, shifting of utilities, removal of encroachments, availability of design, etc. It is also important that necessary statutory clearances (forest, environmental etc.) are obtained well in time, preferably before award of work.</p> <p>11.1.5 Disputes at construction stage can be largely reduced if the parties to the contract understand their respective obligations carefully and apply their efforts towards the welfare of the project and its timely completion. Effective communication between the parties during the construction phase is essential. This is best achieved by frequent discussions, backed by regular project meetings. Record of discussions shall be issued. Action taken report shall be reviewed in the subsequent meeting(s) till compliance.</p> <p>11.1.6 There shall be monthly management committee meetings during execution of the work. The meeting shall be convened by the EE and attended by AE in charge of the work and Contractor's authorized representative at site. All the problems and disputes shall be discussed in these meetings and resolved to the extent possible. The proceeding shall be duly documented and signed by both the parties and preserved as an important document for resolution of any dispute arising at a later date.</p>
	<p>III. Dispute Redressal</p>
	<p>11.1.7 All disputes or differences of any kind whatsoever in connection with or arising out of the contract or the execution of work or its maintenance, whether before its commencement or during the progress or after termination, abandonment or breach of the contract shall be settled in accordance with the dispute redressal system laid down in the contract.</p> <p>11.1.8 To safeguard that the contractors do not go in for frivolous claims, it shall be laid down in the agreement that while invoking arbitration, the claimant shall deposit with the Engineer-in-Charge a claim fee @ 2% 5% of claim amount or as prescribed intender document. On termination of the arbitration proceedings, this fee shall be adjusted against the cost, if any, awarded by the arbitrator (or arbitral tribunal) against the claimant party and the balance remaining after such adjustment, and in the absence of such cost being awarded, the whole of the sum will be refunded within one month of the date of the award.</p>
	<p>IV. Disputes of Consultancy Services</p>
	<p>11.1.9 To avoid disputes in consultancy assignments, the employer's objectives and requirements and output expected shall be clearly</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	specified in the Terms of Reference (ToR).
	V. Disputes of Foreign-Aided or Centrally Funded Projects
	<p>11.1.10 For foreign-aided or centrally funded projects, dispute redressal system maybe in accordance with special requirements/stipulations, if any, of the aid-giving or funding agency. Such arrangements shall be got approved from the Government beforehand and be clearly spelt out in the contract.</p> <p>In case the funding agency does not insist on a special dispute resolution mechanism, the dispute resolution system of the Department shall be adopted.</p>
	11.2 Arbitration
	VI. General Provisions Regarding Arbitration
	<p>11.2.1 Law Governing Arbitration: Arbitration, whether relating to works or consultancy services, shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.</p> <p>11.2.2 Settlement during Arbitration Proceedings: As per section 30 of the above Act, the arbitral tribunal, with the agreement of the parties, may at any time during the arbitration proceedings use mediation, conciliation or any other procedure to encourage settlement. If the parties reach a settlement, arbitral tribunal will terminate the arbitration proceedings, and if requested by the parties and not objected to by the tribunal, record the settlement in the form of an arbitral award on agreed terms. The fee payable to the members of the arbitration tribunals or to the arbitrators or to the members of the Committee/Tribunals as referred to above, shall be regulated by instructions of Odisha Government issued from time to time. The parties i.e. the State Government and the contractor/consultant shall agree to the fee structure through a written agreement.</p>
	<p>11.2.3 Legal Cell in EIC Office; All engineering department engaged in public works shall have legal cell comprising of competent law officers and contract specialist well versed with various types of contract. The departmental officers or the engineer in case of super vision consultancy project shall provide brief and assistance in dealing with the arbitration and court cases of the department.</p> <p>11.2.4 Application for Appointment of Arbitrator:</p> <ol style="list-style-type: none"> i. Contractors seeking appointment of arbitrator should submit application in the Form at Annexure 11.1 of OPWD Manual to the CE with two copies to the concerned EE, duly accompanied by Statement of Claims with documentary evidences. The arbitration clause can be invoked by



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>the Engineer-in-charge as well by applying to the CE for appointment of the Arbitrator.</p> <p>ii. The party invoking arbitration clause should give enough information to justify existence of dispute. For this purpose, the party has to give details about the demand having been made and its refusal by the other party. Existence of a dispute is a condition precedent to arbitration. If there is no existence of dispute there cannot be any right to demand arbitration.</p>
	<p>11.2.5 Processing of application and Appointment of Arbitrator:</p> <p>i. Executive Engineer - Within 15 days from the date of receipt of contractor's application in his office Executive Engineer shall send one copy of the application direct to the Chief Engineer, with a copy to the Superintending Engineer, with following details:</p> <ol style="list-style-type: none"> a. An attested copy of the relevant arbitration clause; b. Certificate of verification of the factual data furnished by the contractor; c. Brief comments on each claim along with the comments on the admissibility of the claims in the light of arbitration clause and Limitation Act ; d. Statement of Counter claims of the Department, if any. <p>ii. Superintending Engineer: Superintending Engineer shall send his comments to the chief Engineer within 7 days positively.</p> <p>iii. Chief Engineer:</p> <ol style="list-style-type: none"> a. Chief Engineer, having ensured that existence of disputes has been established, shall process the case so as to take actions to appoint Arbitrator/panel of Arbitrators, as per contract provision within 30 days from the receipt of such a notice. The time limit of 30 days for appointment of Arbitrator should be strictly adhered to. b. The standard form of appointment letter at Annexure 11.1 of OPWD Manual shall be used for appointing an Arbitrator. c. In those cases where the amount of the claim is less than Rs. 1,00,000 (Rupees One lakh), para 2 of the standard form should be deleted. (Para 2 states that the Arbitrator shall give reasons for the award if the amount of claims in dispute is Rs. one lakh or above). d. The authority of an appointed Arbitrator does not become revocable except with the order of the Court. It shall not be revocable by the death of any party or parties to the contract. e. The draft letter for appointment of a new Arbitrator due to transfer or vacation of office by the old Arbitrator shall be as per Annexure 11.2 of OPWD Manual.
	<p>11.2.6 Divisional Officer shall take following steps to prepare and defend the arbitration cases:</p> <p>i. Shall prepare a detailed history sheet containing data regarding estimates, designs and drawings, NIT, agreements. extra and substituted</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>items, reduction statements extension of time and notices thereof etc.;</p> <ul style="list-style-type: none"> ii. Shall list out important letters in respect to issues raised in the claim; iii. Shall keep in his safe custody original agreement ,plans designs, detailed measurement sheets and analysis of rates of technically sanctioned estimate, MBs, cash books, site order book, cement register; iv. Shall get all the files connected with the work page numbered, stitched and sealed; v. Shall prepare the final bill, if the work is complete; vi. Shall take prompt actions to prepare counter statement of facts when Arbitrator enters into reference and get the same approved for SE and Govt/Departmental Counsel; vii. Shall submit the counter statement of facts within the time limit specified by the Arbitrator; viii. Shall defend the case on behalf of the Department during arbitration proceedings himself and with the help of Departmental Counsel, if the claim is more than Rs. 20 lakhs.
	<p>VII. Procedures after filing of Award</p>
	<p>11.2.7 After the award is published by the Arbitrator or Tribunal procedures shall be as follow:</p> <ul style="list-style-type: none"> i. Executive Engineer shall examine if the award is acceptable to the Government and send his recommendations to the Superintending Engineer. ii. Superintending Engineer shall get the award and views of EE examined by the legal counsel/ Legal cell in EIC office to decide whether to accept the award and send his recommendations to the Chief Engineer who in turn will send his comment to the Secretary of the Department. iii. Chief Engineer shall take decision whether To accept the award or to challenge it a committee headed by Secretary with members from Finance and Law will decide the matter. iv. Immediately the decision is taken by CE to accept the award, a communication shall be issued to the contractor in the form given in Annexure 11.3 intimating the fact of such acceptance, and offer payment in terms of the award if the contractor communicates acceptance of the award within the specified time. Payment so made would bar the contractor from suing again in respect of the same dispute. v. The payment should be made to the contractor after obtaining an undertaking from the contractor for acceptance of the award in full and final settlement. The undertaking is to be obtained from the contractor on stamp paper as per specified form given in Annexure 11.4 vi. An Arbitration award shall not be discharged by the death of any party thereto either as respect to the deceased or any other party, but shall



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>in such event be enforceable by or against the legal representative of the deceased.</p> <p>vii. EE shall make payment to the contractor in terms of the award within a period of 30 days from the receipt of acceptance of award.</p> <p>viii. The payments made towards arbitration awards shall be charged to the work.</p>
	<p>11.2.8 Period of Limitation:</p> <p>i. The relevant arbitration clause of the contract specifies the limitation period in days of receiving demand for arbitration from the contractor, failing which the claim of the contractor (s) will be deemed to have been waived and absolutely barred from the liabilities under the contract in respect of the claims.</p> <p>ii. In spite of the above specific provision in the arbitration clause, the CE should not withhold appointment of Arbitrator on the ground that the request was received after the expiry of the specified period mentioned in the relevant arbitration clause of the agreement, but should appoint the Arbitrator clarifying in the letter of appointment of the Arbitrator that the reference is without prejudice to the defence that may be raised by the Government regarding the tenability of the claim on all necessary and available grounds including those of limitation, and the parties to the agreement will be free to raise the question of limitation before the Arbitrator.</p>
	<p>11.2.9 Jurisdiction of Courts - The Court of the place from where the letter of award of work has been issued shall have the jurisdiction to decide any dispute arising out of or in respect of the contract.</p>
	<p>11.2.10 In the project where supervision is outsourced, the role and responsibility of Independent Engineer with regard to dispute Redressal will be as per Standard Bidding Document.</p>



C H A P T E R 1 2
P U B L I C P R I V A T E P A R T N E R S H I P



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>12 PUBLIC PRIVATE PARTNERSHIP (PPP)</p>
<p>No provision in OPWD Code</p>	<p>12.1 General</p> <p>12.1.1 Development of infrastructure projects by public-private participation (PPP) aims at reducing the burden on the state resources by tapping not only the finances but also the innovativeness, management skills and more efficient delivery system of the private sector.</p> <p>12.1.2 Projects to be covered in PPP: The infrastructure projects that can be undertaken under PPP Policy are detailed in “Odisha Public Private Partnership Policy- 2007”. However, the list can be modified from time to time.</p> <p>12.1.3 Modes of PPP: There are various models of private participation in public projects. For the projects of Odisha Works Department following models shall be adopted:</p> <ol style="list-style-type: none"> i. User Fee based Build-Operate and Transfer (BOT) model: In this model the Concessionaire undertakes design, construction, financing, operation and maintenance of a given infrastructure facility for a fixed term of concession period. During the said period Concessionaire is allowed to charge the users fee, rental etc., as incorporated in the Concession agreement, to recover the investment, operating and maintenance expenses together with a reasonable rate of return and finally transfer the facility as per modality prescribed. There are several variants in this category which could be used for PPP projects. ii. Annuity based BOT model: In projects not amenable for sizeable recovery through user charges this model of annuity based BOT system is followed. In this, the Concessionaire gets return only in the shape of ‘yearly or half yearly annuity’ during the concession period. The right to toll revenue belongs to the Government. Bidders quote demanded annuity bids for the pre- determined concession period. The project is offered to the bidder quoting lowest annuity rate. The other variants of this model of PPP are Modified Annuity Mode, Toll plus Annuity Mode etc. iii. Build-Own and Operate (BOO) model: In this model, the Concessionaire is authorized to design, finance, own ,operate and maintain an infrastructure or development facility and Concessionaire is allowed to recover its total investment, operating and maintenance costs plus a reasonable return by collecting tolls, fee, rental or other charges form the facility users. In this, the Concessionaire who owns the assets of the facility may assign its operation and maintenance to a facility operator. iv. Build- Own-Operate and Transfer (BOOT) model: This model is similar to BOO model except that at the end of the fixed term, the facility is transferred back to the Government agency.



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>v. Operate-Maintain and Transfer (OMT) model: This model is usually used for effective operation of an existing facility like highway, water supply distribution system, irrigation channel etc. The object of this system is to maximize the life of public assets, provide quality service and reduce the burden of maintenance cost on the public exchequer.</p>
	<p>12.2 Institutional Arrangement</p>
	<p>12.2.1 State level: For an effective and efficient institutional mechanism Government of Odisha have constituted following committee and empowered group:</p> <ul style="list-style-type: none"> i. High Level Clearance Authority (HLCA): The High level Clearance Authority under the chairmanship of Chief Minister takes decision of all infrastructure projects having investment of over Rs. 500 crores to be undertaken through PPP model. Special Secretary, PPP is the member-convenor of HLCA. ii. Empowered Committee on Infrastructure (ECI): ECI consisting of group of Secretaries under the chairmanship of the Chief Secretary, Government of Odisha, is constituted for facilitating infrastructure development in the State. Special Secretary, PPP is the member-convenor of ECI. It is the nodal agency to co-ordinate all efforts of the State Government regarding development of infrastructure sectors, involving private participation and funding from various sources. Besides other functions main functions of ECI are: <ul style="list-style-type: none"> a. To deliberate and recommend to HLCA the final bids for approval of the projects above Rs. 500 crores; b. To sanction PPP projects and approval of Concession agreement for the projects with investments up to Rs. 500 crores; c. Manage the “Odisha Infrastructure Development Fund(OIDF)”; d. To recommend projects for Viability Gap Funding(VGF); <p>The ECI is assisted by a PPP cell in the P&C Department, duly supported by a Technical Secretariat.</p> <p>12.2.2 Department Level: OWD and all line Departments shall set up a PPP Cell headed by concerned EIC and supported by concerned SE with 2 EEs & 4 AEs to scrutinize the project technically.</p>
	<p>12.3 Project Procurement Process</p>
	<p>12.3.1 In PPP project, the procurement process shall comprise of following stages:</p> <ul style="list-style-type: none"> i. Identification of the project and its approval: As part of project development activities the head of the OWD or other line Department with the help of PPP Cell under them will undertake studies and investigations to evaluate the project from various perspective and undertake the followings:



Existing As Is Provision	Suggested Provision (New Chapter)
	<ul style="list-style-type: none">a. Economic Analysis;b. Financial Analysis;c. Affordability Analysis;d. Bankability analysis; <p>The PPP Cell of OWD or other line Department after careful deliberations will finalise preliminary report for the approval of competent authority. After approval of the preliminary report following consultants shall be appointed:</p> <ul style="list-style-type: none">a. Technical Consultant;b. Financial Consultant;c. Legal Consultant; <p>These Consultants shall carryout studies and finalise the feasibility report. Detailed Project Report (DPR) shall then be prepared detailing design, estimate, construction details, specifications, operation and maintenance details either departmentally or through Private Consultant. Decision in this regard shall be taken by competent authority. Feasibility Report along with DPR will then be submitted by head of the line Department to ECI and HLCA for final decision.</p> <p>ii. Bid Document: PPP Cell of the OPWD with the advice and in consultation with the concerned competent authority shall finalise the bid documents. Standard bid documents, developed by Planning Commission, GOI may be followed with due modifications needed for the particular project and requirement of the State Government.</p> <p>The bid document shall comprise of Request for Qualification (RFQ) documents for prequalification of the agencies and Request for Proposal (RFP) document for submission of bid proper. These documents shall be got approved from the State Law and Finance Departments in case model document of GOI is not available for the same.</p> <p>The evaluation criteria for pre-qualification on Technical and Financial parameters shall be clearly defined in the Bid Document.</p> <p>RFQ document shall comprise of:</p> <ul style="list-style-type: none">a. Brief description of the project ,tentative cost, scope of project development details in brief;b. Technical parameters and criteria for pre-qualification;



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>c. Financial parameters and criteria for pre-qualification;</p> <p>d. Legal parameters and criteria for pre-qualification;</p> <p>RFP document shall comprise of:</p> <ul style="list-style-type: none"> a. Instructions to bidders; b. Minimum Design and Performance Standards and Specifications; c. Draft Agreement; d. Form of Bid; e. Forms of Performance Securities and other forms; f. Revenue potentiality in brief and critical elements determining the financial viability of the project. <p>Other documents as may be necessary. Instructions to Bidders shall specify rules of bidding and shall be comprehensive and fair to all the bidders.</p> <p>iii. Inviting Bids and selection of Concessionaire: No bid should be invited unless the action for LA and services shifting is at least 80% complete under a stage 2 sanction as per para 3.2.6 of this code. Bid document, duly finalized by PPP Cell of OPWD and approved by concerned EIC, will be sent to the concerned Executive Engineer for inviting bids. Notice inviting bids to pre-qualify shall be published in the press and also be posted on website.</p> <p>Head of the line Department will constitute “Bid Opening and Scrutiny Committee” comprising of at least following members:-</p> <ul style="list-style-type: none"> a. CE – Chairman b. Concerned SE/EE or officers of equivalent rank - Member c. Nominated officer from Finance Department <p>AO of EIC shall be the Coordinator of the Committee.</p> <p>The Committee shall scrutinize and evaluate the applications and finalise the recommendations for pre-qualification. Committee’s recommendations will be put up to PPP Cell through CE and EIC. PPP Cell after examination will finalise the recommendation of Pre-qualification and obtain the approval of EIC cum Secretary.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>Evaluation of the proposal in the second envelope will be evaluated based on the offer such as lowest grant/highest premium if the concession period is fixed or lowest or lowest concession period if the grant is zero/fixed or lowest annuity or revenue sharing, as the case may be. After assessment and comparison of the bids the recommendation will be submitted to PPP Cell of State level through PPP cell of OPWD for final decision of ECI and HLCA.</p> <p>iv. Financial Close: Financial close is the date of completing financial agreements whereby the Concessionaire has the access to the funds/financial assistance committed in the financial documents/agreements. Copies of these agreements are to be supplied to the Government. All conditions precedent, unless such condition has been waived shall be fulfilled after or before 'Financial Close'. It signifies the start of concession period- termed as "Appointed Date".</p>
	<p>I. Independent Consultant</p>
	<p>12.3.2 In all PPP model Independent Consultant is appointed for day to day implementation of agreement provisions. The methodology of appointment, terms and conditions, role and responsibilities of Independent Consultant shall be clearly laid down in the agreement. The Independent Consultant shall be available during the (i) development phase (ii) construction phase and (iii) operation and maintenance phase. He shall discharge all the functions enjoined upon him under the agreement.</p>
	<p>II. Monitoring of construction</p>
	<p>12.3.3 During the construction period, the work shall be inspected and monitored by the Concessionaire and the Independent Consultant in the manner specified in the agreement, regarding the physical progress and conformance to standards and specifications. Upon recommendation by the Independent Consultant, the line Department may by notice require the Concessionaire to suspend works if they pose threat to safety and, if required, remedy any unsafe or defective work of which the cost will be borne by him if he is found in breach; if otherwise, it will be borne by the Department.</p>
	<p>III. Change of Scope</p>
	<p>12.3.4 To cover the contingency of modification of works and services, provision shall be made in the agreement for change of scope. The procedure for issue of notice to the Concessionaire for change of scope, the information to be furnished by him in response, determination of cost and time for implementation, the component of cost to be absorbed by him and that to be borne by the Department, method of payment of the cost of change to him in respect of his share shall be clearly laid down in the agreement. However, the need of such changes shall be kept to</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>the absolute minimum by due advance diligence in order to avoid disputes and claims.</p> <p>12.3.5 The Department may, after giving the prescribed notice to the Concessionaire and considering his reply thereto, award such works and services to any person on the basis of open competitive bidding, provided the Concessionaire has the option to match the first ranked bids in terms of the selection criteria.</p> <p>12.3.6 If there is reduction in the scope of the work or the Concessionaire fails to complete any work, the Department may require him to pay such percentage of the cost as saved by him as specified in the agreement.</p>
	<p>IV. Operation and Maintenance</p>
	<p>12.3.7 During the operation period, the Concessionaire shall operate and maintain the project facility in accordance with the agreement either himself or through the O&M contractor as per provision of the agreement, applicable laws, applicable permits and conform to good industry practice. Maintenance requirements to meet the desired level of service shall be set down in the schedule to the agreement. The Concessionaire shall prepare the required documents like Maintenance Manual, Safety Manual and the Maintenance Programme, which shall be reviewed and approved by the Independent Consultant. Failure to meet the maintenance and safety requirements shall entitle the Department to recover damages as stipulated in the agreement and to terminate the agreement.</p>
	<p>V. Completion Certificate</p>
	<p>12.3.8 The agreement shall lay down the methodology for issue of Completion Certificate. Usually, the authority to issue completion certificate is with the Independent Consultant but it shall be with the prior approval of the Department. Independent Engineer shall give certificate after due checking and successful completion of all tests.</p> <p>12.3.9 Usually, the PPP agreements provide for issue of Provisional Certificate. This certificate shall be issued if there are only some minor incomplete works of such a nature as do not stand against the safe and reliable commercial use of the project. Such a provisional certificate shall have appended with it a Punch List of outstanding items, jointly signed by the Independent Consultant, Department's representative and the Concessionaire, clearly stipulating the time for their completion. The Department shall ensure that all such incomplete works are duly completed. For any delay other than for reasons attributable to the State Government or force majeure, the State Government shall be entitled to recover from the Concessionaire damages for each day of delay at the stipulated rates, until all items are satisfactory and complete. Subject to payment of such damages, the time of completion of the Punch List items may be suitably enlarged. Failure by the Concessionaire to complete the Punch</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	List items even by the extended time shall entitle the Department to take action as specified in the agreement.
	VI. Project Handover and Defects Liability
	12.3.10 Upon the expiry of the concession period, the Concessionaire shall hand over the vacant and peaceful possession of the project assets and project site to the Executive Engineer. The handing over process shall be initiated at least 12 months before the actual date of expiry of concession period. Independent Consultant and the Concessionaire shall carry out a joint inspection and prepare a list of works/jobs/additions/alterations required to bring the project to the required level of service before project hand over.
	VII. Termination
	12.3.11 If a party commits a default as specified in the agreement, the other party is entitled to cause termination of the agreement by following the procedure prescribed. Termination payment to the Concessionaire, rights and obligations of the parties, option of substitution and its acceptance, divestment of right and interest by the Concessionaire shall be as laid down in the concession agreement.
	VIII. Steering Committee
	12.3.12 Head of the Department shall constitute an empowered committee called Steering Committee (or by any other name) to review the progress of the work at periodical intervals (at least once in 3 months) and give directions in the matter. The Committee shall be authorised to take decisions on policy matters, determine extension of any concession period and consider any issues or disputes which may be referred to it. The committee shall periodically report the progress and highlights of the project to ECI and HLCA.
	IX. Dispute Resolution
	12.3.13 The agreement shall clearly provide the methodology for Resolutions of Disputes arising out of the same. Usually, the agreement provides that in the first instance, the dispute shall be referred to the Independent Consultant, who shall mediate and assist the parties in arriving at an amicable settlement. If mediation is not successful, the dispute shall be referred to the Steering Committee and Chairman of the Board of Directors of the Concessionaire company firm may be asked to join. Failing resolution, the dispute shall be decided by arbitration as provided in the agreement, subject to the Arbitration and Conciliation Act, 1996.
	12.4 Training and Capacity Building
	12.4.1 All Engineers upto the level of Superintending Engineer shall be imparted training in some reputed training centre on PPP models and it's Contract Agreement with Concessionaire. The duration of such training shall be 1 week for Superintending Engineer and 2 weeks for EE/AE/JE.



Existing As Is Provision	Suggested Provision (New Chapter)
	In house training facility in the meanwhile developed to ensure all field Engineers are trained on the subject.



CHAPTER 13
INFORMATION TECHNOLOGY AND MANAGEMENT INFORMATION SYSTEM



Existing As Is Provision	Suggested Provision (New Chapter)
	13 INFORMATION TECHNOLOGY & MANAGEMENT INFORMATION SYSTEM
	13.1 Information Technology
No provision in existing Code	I. General
	<p>13.1.1 OWD, Govt. of Odisha aim to improve upon the existing system of IT & MIS services consistent with IT Policy of State of Odisha as contained in the following Notification and Rules.</p> <ol style="list-style-type: none"> a. The Information Technology Act 2000 (Gazette Notification No. 21 of 2000 dt 09-06-2006) b. Govt. of Odisha, ICT Policy 2004 c. District Information Services Council (D/ SC) Rules 2006 No. 1480/ IT-TTC-48/05 (pt) dt 03-06-2006 d. The Draft ICT Policy 2012 is under preparation by a Committee headed by Commissioner-cum-Secretary to Govt Department of IT, as notified vide No. 2908/ IT/ IT-VI-41/2011 dt 14-11-12 e. In addition a study has been undertaken by GOO for “Strategy Formulation and Implementation of IT-ICT-MIS Architecture, Facilities & Capacities”. Its recommendations are also likely have a bearing on final IT Policy of GOO. <p>Consistent with the aforesaid Documents, GOO shall implement a comprehensive and viable IT & MIS Strategy to finalize the software and hardware for computerization and networking using other communication infrastructure in OPWD in relation to integration and inter-linking of all OWD offices to implement the IT-ICT way of efficient working in a phased manner. This shall require review of training needs, change management, working process improvements, creation of IT Sections within OWD with skilled manpower resources for management of IT-MIS systems.</p>
	II. Organisation
	<p>13.1.2 The use of IT/MIS shall greatly influence the working environment of the entire organisation. The systems and processes shall have an impact of technology on all the personnel within the Department and those who have an interaction with the Department. As the IT/MIS systems and processes are driven by the operational functions of the Organisation, the use of IT & MIS processes shall be broad-based to implement the functional needs of all the operational and support Departments of OWD as well.</p> <p>Executive Engineer (IT) shall supervise the IT Cell in OPWD under the control of EIC (Civil)/ Chief Engineers with the assistance of other officers and supporting staff.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>The IT Cell shall be the nodal agency within the Department for all IT/ MIS initiatives and shall also provide the implementation level support for the respective IT/MIS systems. The Executive Engineer (IT), as the nodal officer of IT Cell, shall provide all technical support and functional contact as well as guidance point for IT Cells in all districts.</p>
	<p>III. Functions</p>
	<p>13.1.3 The IT Cell shall perform the following functions:</p> <ul style="list-style-type: none"> a. Leveraging the tools of IT to promote productivity, communication, transparency, knowledge management and informed decision making in all wings; thus contributing to an image of a proactive, efficient and customer-caring Department of the State Government. b. Steering the formulation of a dynamic IT strategy and program for the Department; and the direction, monitoring, controlling and implementation of the upgradation. c. Directing the acquisition of appropriate technology platforms, software applications, GIS systems, video and teleconferencing systems, LANs, WANs, and other resources related to the program, including their upkeep, maintenance, expansion, upgradation and renewal. d. Sourcing the IT related human resources of the Department, through in-house sources, to the extent available and through human resource outsourcing as required. e. Directing IT training and skill upgradation in coordination with the respective wings with a view to creating and maintaining adequate human resources in Information Technology in the Department. f. Be responsible for data/information integrity and security, back up, disaster recovery, redundancies, prevention of unauthorized access and implementation of appropriate access protocols and policies. g. Instituting a web portal management board for overseeing the functioning of the OPWD web portal. h. Evangelizing the process of organisational transformation, promoting and imbibing best of class systems and procedures in the Department.
	<p>13.2 Management Information Systems</p>
	<p>I. Current Status and Upgrades</p> <p>13.2.1 a. E-procurement system to be followed in a comprehensive manner though it is already in operation phase in various offices of OWD and other Engineering Departments. The system enables uploading of tender document for online submission of tenders by the contractors.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>b. IFMS : Integrated Financial Management System is web based budget allotment system apart from which has the features of e-payment and centralised Management Information System ensuring prompt data availability enabling state wise analysis of expenditure and revenue data on real time basis.</p> <p>c. WAMIS: Accounts Management Information Module of Works and Accounting Management Information System (WAMIS) is in use OWD and other Engineering Departments engaged in Public Works. The system should be upgraded to be integrated with e-Nirman and Contractors Data Management System (CDMS) so that the system can capture relevant data and do the complete function. Apart from all reports of Accounts this should upgraded to produce all types of Physical and Financial reports of all projects under the Department.</p> <p>d. OSWAS: Odisha State work flow Automation System is being followed at the State Secretariat. This should be implemented in all OWD offices and the offices of other Departments engaged in Public Works.</p> <p>e. SWAN: State Wide Area Network is being followed in connecting districts and sub district offices with state headquarters. This shall be implemented in all OWD offices and the offices of other Departments engaged in Public Works.</p> <p>f. OWD has implemented e-despatch at several places so far. This shall be implemented in all OWD Offices and the offices of other Departments engaged in Public Works.</p> <p>g. CHS: Complain Handling System is implemented in OWD in small scale but needs to be adopted by all offices of OWD and other Departments engaged in Public Works. The System is capable of capturing various types of complaints received from different stakeholders and facilitates authorities to monitor redressal status.</p> <p>h. e-Nirman is web based Project monitoring system is under implementation in OWD. This needs to be fully implement in all OWD offices and offices of the Department engaged in Public works.</p> <p>i. ORAMS: Odisha Road Asset Management System is getting implemented in OWD. This needs to be made fully operational for all Roads in the state.</p> <p>j. All Technical/ Non-Technical staff in offices of EIC, CE, SE and EE and equivalent level officers shall be given proper training to enable them to use various IT Systems and enable all activities to be performed in e-Mode.</p> <p>k. Design softwares like Staad Pro, MX Road, Leap Bridge and drawing software like Auto CAD are in use. All design works need to be automated with latest available softwares.</p> <p>l. Modern versions of architectural design and 3D analysis shall be used in architectural wing.</p> <p>m. Following IT & MIS requirements shall be ascertained and facilities provided in a phased manner:</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<ul style="list-style-type: none"> i. Domain Specific Software Requirements ii. Hardware Requirements iii. E-enablement of Services and Data Security iv. Future Plans of the Department including Five Year Plans v. Formulation of Project Monitoring and Quality Control approach
	<p>II. Master Data Repository</p>
	<p>13.2.2 It has been identified to have four base level data entities of the Department which will constitute Master Data Repository. All the softwares of the Department will use these database for their applications. Such entities are:</p> <ul style="list-style-type: none"> a. HR Database b. Works Database c. Asset Database d. Contractors' database <p>These database shall be updated on real time basis to maintain data integrity among all software applications.</p>
	<p>13.2.3 The integrated computerized Management Information System for all activities of the Departments engaged in Public Works shall be established which shall streamline and improve efficiency of the existing organisation and facilitate better planning and management of the Department resources through decisions that emerge from timely flow of information at all decision making levels.</p> <ul style="list-style-type: none"> a. Comprehensive data capturing through distributed data acquisition at the Divisional/ Sub-Divisional level shall be achieved. b. Dissemination of processed information to all categories of users shall be ensured. c. The offices and field units shall be provided with access to the MIS for updating the data on respective programs and generation of report as per their requirement. d. The responsibility for data storage and its security shall be with the IT Cell of respective Department. <p>More applications covering different aspects of OWD and other such Departments working like, Road Maintenance Management System, Geographic Information System, Traffic Information System, Quality Control System, Road Safety System, Accident Information System, Human Resource Management System, Document Management System, Land Acquisition and Rehabilitation and Resettlement System, Litigation Management System, Building Asset Management System, Internal Asset Management System, Contractor Database Management System shall be developed and adopted in a phased manner.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>III. Odisha Road Asset Management System (ORAMS)</p>
	<p>13.2.4 The OWD is in process of developing Odisha Road Asset Management System (ORAMS). The System is GIS based and propose to include the following components:</p> <ul style="list-style-type: none"> a. Road Information System (RIS) b. Bridge Information System (BIS) c. Pavement Management System (PMS) d. Routine Maintenance Management System (RMMS) e. Right of Way Features Information Management System (RWFIMS) f. Traffic Information System (TIS) <p>This is being established to have all information of Road and other assets on its alignment and computerise all maintenance programs for their proper upkeep.</p>
	<p>IV. Geographical Information System (GIS)</p>
	<p>13.2.5 GIS is a computerized mapping system capable of capturing, storing, analyzing and displaying geographically referred data on a map. An example of this could be the mapping of all roads in Odisha State including, bridges, junctions, culverts and other objects of interest. GIS is also a tool for planning preliminary alignment of road network to improve connectivity in an area, and assist in further planning, operation and maintenance. The GIS Unit shall ensure the following:</p> <ul style="list-style-type: none"> a. Integrate geographical database with GPS Co-ordinates including regular update b. Prepare and provide digital map updates for local GIS Units c. Provide large size map printout to Circles, Divisions and Sale divisions d. Maintenance of the geographical database, collection of field verification data for incorporating in database. e. Inform Central Policy Unit about changes in road network for reclassification f. Carry out GIS training for new Staff of GIS Units.
	<p>13.3 Data Security</p>
	<p>13.3.1 Following are the responsibility of Departments with regard to data security:</p> <ul style="list-style-type: none"> a. Each Department shall build an inventory of IT assets and ensure both physical and environmental security.



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>b. All IT applications that are inducted for Departmental use with citizen interface shall take precaution of testing and scanning for vulnerabilities both prior to large rollout and at periodical intervals.</p> <p>c. Access to information shall be managed according to level of confidentiality.</p> <p>d. To identify levels for digital signature certificate and monitor its use.</p> <p>e. Proper management of e-waste generated.</p> <p>13.3.2 Each Engineering Department engaged in public work shall have a Nodal Officer in the rank of SE who will ensure the effective implementation of the following:</p> <p>a. Safety Instruction for use of online communication;</p> <p>b. Securing wireless access point/router;</p> <p>c. Security guidelines for standalone computers and computers connected with network – physical security, antivirus, backup, storage of secret/confidential data, system administration, operating system, network devices, information classification etc.;</p> <p>d. Cyber security audit of the website at least once in a year through STQC, GOI or an agency empanelled with CERT-In.</p> <p>13.3.3 To address common security issues of all Engineering Departments there shall be a Committee consisting of Nodal Officers of various Engineering Department with CE cum Chief Technical, OWD as the Chairman.</p>
	<p>13.4 IT-MIS Strategy Formulation and Implementation</p>
	<p>13.4.1 The formulation and implementation of IT-MIS strategies in OWD shall be consistent with “Report on Strategy Formulation and Implementation of IT-ICT-MIS Architecture, Facilities Capacity Building for Odisha Works Department” and “ICT Policy 2012” under preparation by a Committee headed by Secretary to Govt. of Odisha Department of IT, broadly aiming at the following objectives:</p> <p>a. Create advanced technical knowhow for better and more cost effective road maintenance and management.</p> <p>b. Facilitate getting instant status of the progress of projects; maintenance works etc. for effective control at various levels.</p> <p>c. Effective control and easy management of Highways Projects.</p> <p>d. Achieve paperless office management and implementation of e-governance in the Department.</p> <p>e. Develop forecasting of future needs of resources, materials and funds for the efficient operation of the road and bridge works, which will take care of planning needs.</p> <p>f. Reduce the time and travel cost for OWD Management to review the works.</p>



Existing As Is Provision	Suggested Provision (New Chapter)
	<p>g. Enhance utilization of the funds from state, center and various external agencies through proper FMS.</p> <p>h. Facilitate GIS based on-line mapping and other management information as decision support for highway project like traffic management, bye pass and fly over designs with the traffic data and financial progress of the work etc.</p> <p>i. Improve transparency and Right to Information for the public.</p> <p>A comprehensive IT-MIS strategy so evolved shall be implemented accordingly.</p>

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