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**SCHOOL & MASS EDUCATION DEPARTMENT**

RESOLUTION

The 24th March, 2015

**SUB: Working procedure for execution of work in respect of Elementary School Buildings.**

The Government Primary and Upper Primary school buildings are not in the books of Works / R.D. Department. Many School buildings are old which are requiring infrastructural improvement. Many of the buildings are also in dilapidated condition and as such are threat to the safety of the students. The Engineering Departments are not able to take up the repair/renovation works as these buildings are not in their Books. Under SSA, funds are provided for creation of infrastructure and there is no provision specifically for repair, renovation and restoration of the buildings so created. So a sustainable flow of funds is required to maintain assets created under SSA as well as other Schools.

Considering this, Government after careful consideration have been pleased to frame the following procedure in accordance with the provision under Rule-140 of OGFR-I for incurring expenditure on repair / renovation / improvement work of the Elementary School Buildings.

**1. Scope of Work – Improvement and restoration**

The following repair, improvement and renovation works can be undertaken under this system.

**A. Class room:**

- i. Partly / Fully repair work of floor.

**B. Roof:**

- i.* Repair/replacement of broken Asbestos/ Tiles/Tin etc.
- ii.* Repair of concrete portion.
- iii.* Plastering/grading required for drainage of rain water.
- iv.* Fitting of pipes for drainage of rain water.
- v.* Tar felting work of roof.

**C. Doors & Windows:**

- i.* Replacement of damaged doors & windows.
- ii.* Partly replacement of damaged doors & windows.
- iii.* Replacement of fittings.

**D. Brick Work:**

- i.* Repair of original wall.
- ii.* Repair of cracked wall.
- iii.* Temporary partition wall.

**E. Repair of veranda/ Steps/ Ramps/ Toilet / Staircases/ Compound wall etc.****F. Repair/ renovation of Black Board.****G. Repair of Headmaster's room/ office room etc.**

Any other works if felt essential beyond the above items can be taken up with prior approval of Collector of the District.

**2. Preparation of Work Plan :**

On the basis of information on infrastructure available in different schools as well as on the basis of reports of the SMC of the concerned Schools duly countersigned by the B.E.O., the SPD, OPEPA will prepare a district wise annual work plan of the school buildings to be undertaken for repair, renovation and improvement on priority basis.

**3. Preparation of Plan and Estimate :**

The Plan and Estimate of the work shall be prepared by the Technical Consultant (equivalent to Junior Engineer), SSA at Block level on the basis of the prevailing schedule of rates. The Sr. TC (equivalent to Assistant Engineer), SSA at the district level shall countersign the Plan & Estimate and DPC will accord approval for execution of the work in accordance with the approved work plan i.e. for the work included in the work plan of the districts for which funds are available to meet the cost estimate for which technical sanction is accorded. The work which can be undertaken through Sarva Sikshya Abhiyan shall not be executed under the above system. Technical sanction of the work shall be done as follows:

- (i)* Sr. TC (equivalent to SDO) – up to ₹.30,000/-
- (ii)* E.E. OPEPA – above ₹.30,000/- and up to ₹.50.00 lakh
- (iii)* S.E. OPEPA – above ₹.50.00 lakh and up to ₹.3.00crore

#### **4. Procedure for carrying out works :**

*i.* Wherever SMC are competent and willing to take up the work DPC may decide to execute the work through the SMC up to ₹.1.00 lakh as per SSA guidelines. Works costing above ₹.1.00 lakh shall be executed through tender process. SMC if desirous can take the help of Gram Panchayat to execute the work.

*ii.* Where SMC is not functional or willing to take up the work then the work may be executed through Tender Process. Execution of works in such cases shall be taken up through transparent and competitive tender process. The lowest bidder may be awarded the work as per the decision taken by the Tender Committee in the district. An agreement shall be made between the contractor & the DPC in the F2 format before awarding the work. The Tender Committee shall consist of the members such as Sr. TC, DPC and Concerned TC of the Block. When the tender value is within in 10% excess of the estimated cost the same can be referred to Executive Engineer, DRDA for approval. If the tender value is more than 10% of the estimated cost such cases shall be referred to SPD, OPEPA through Executive Engineer, DRDA for approval. The single tender received in the first call shall be cancelled without opening the bid. The acceptance of a single tender received, even after retendering should have prior approval of the next higher authority i.e. Collector of the District (Chairman,SSA).

Considering the feasibility, the DPC may think up clubbing few numbers of projects / works and go for tender for effective and efficient execution.

#### **5. Budget Provision :**

Funds for the purpose shall be provided under the appropriate Head under Demand No-10-in the budget of S & M E Department.

#### **6. Drawal of Funds :**

Funds provided for repair / renovation /improvement work of the elementary school buildings will be placed at the disposal of Director, Elementary Education(O) who will draw the funds in a Misc. Bill and will be disburse the same to the SPD, OPEPA for expenditure. SPD, OPEPA will maintain a separate account for the purpose and will transfer the funds to the account of DPC as per the work-plan of the District. The DPC will maintain separate account for the above purpose in respect of funds so transferred to him. The work-plan is to be limited to 85% to 90% of the Budget provision, so that tender premium more than 10% to 15% can be met out of the annual allocation.

**7. Mode of Payment :**

i. Where SMC/SMDC/GP execute the work the prevailing procedure followed by the OPEPA shall be adopted.

ii. In respect of works to be executed through tender, payment will be made by the DPC on preparation of the Bill by the TC/Sr.TC. All the supported vouchers shall be made available in the office of DPC and the account will be kept open for audit by AG/DAG & Departmental Auditors.

**8. Supervision and Monitoring :**

A Supervision and monitoring committee will be constituted at district level consisting of DEO, DPC Sr. TC & all BEOs of the concerned district to supervise the work.

A committee will be constituted at State level consisting of SPD, OPEPA, SPD,RMSA, Director, EE(O), F.A.-cum-Joint Secretary, S&ME Deptt., Superintending Engineer and Financial Advisor, OPEPA to regularly monitor the works. The SPD, OPEPA will furnish a monthly progress report of work executed in the field to Govt. by extending a copy to DEE(O).

**9. Advance :**

For execution of the work through SMC, 40% of the estimated cost may be provided as advance only to SMC/GP, not to contractors and the balance 60% may be released in two equal installments. Release of 2nd and 3rd installment will be subject to submission of utilization certificates of the 75% of funds released earlier.

**10. Utilization Certificate :**

SPD, OPEPA will submit UC on timely basis on utilization of funds along with detail statement on Physical progress of works to Director, Elementary Education.

This has been concurred in by Finance Department/Works Department vide UOR No. 1498(ACSF), Dated the 18th March, 2015 and No. 12 SSI., Dated the 20th January, 2015.

**ORDER**

Ordered that this Resolution will be published in an Extraordinary issue of *Odisha Gazette*.

By Order of the Governor

USHA PADHEE

Commissioner-cum-Secretary to Government