

Process Guidelines for Implementation of Engineering works

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Abbreviations

VDC : Village Development Committee

VDA: Village Development Association

CIG: Common Internet Group

UG: User Group

O&M: Operation & Maintenance

FNGO: Facilitating Non-Government Organization

JE: Junior Engineer

AE: Assistant Engineer

AEE: Assistant Executive Engineer

STSCDD: Schedule Tribe Schedule Cast Development Department

GoO: Government of Odisha

MPA: Micro Project Agency

ITDA: Integrated Tribal Development Agency

CPC: Community Procurement Committee

SHG: Self Help Group

PMU: Programme Monitoring Unit

Civil and other allied works to be implemented by Village Development Committee:

1. The request should be received from the community through its VDA and VDC for construction of required infrastructure/other developmental activities.
2. The community would be encouraged to form Common Interest Group (CIG)/Users Group (UG) under VDA who will do the execution. The VDA would sign an agreement with MPA to take full or partial responsibility (as appropriate) for all operation and maintenance, indicating the mechanisms agreed with the entire community for the provision of labour and materials if any. Respective VDA is responsible for O&M of the infrastructure.
3. The funds will be placed at VDC and the operation unit is VDC.
4. The FNGO JE along with VDC will do the site selection & feasibility study of planned projects.
5. The FNGO JE will prepare the design, drawings and bills of quantities in consultation with the community and submit the estimate at MPA level for technical sanction & approval.
6. The technical approval will be obtained from AEE or AE/JE of MPA depending on the estimated value of work and pass on the Programme to VDC as per the existing norms pertaining to STSCDD.
7. After the approval, VDC will procure the necessary construction material through direct purchase/contracting up to Rs. 15,000/-. Local shopping method with three party quotations will be adopted for amount more than Rs. 15,000/- and up to Rs. 5,00,000/- as per GoO guidelines. Necessary resolution should be made by VDC in this regard.
8. For construction of works above 5,00,000/-, MPA/ITDA will float tender for the same work as per Govt. of Odisha Guidelines.
9. The VDC will form a Community Procurement Committee (CPC) consisting of Secretary, member of active SHG in the VDC, another member of VDC, FNGO representative, MPA representative preferably JE and AE/AEE/JE etc. designated by Special officer of MPA. The committee members may change on rotational basis in every six months except Secretary.
10. The CPC will survey and collect 3 quotations from the market for the construction material /pipes/machineries/ products/items, as decided in the VDA General Meeting.
11. The comparison of 3 quotations will be done and the supplier with the lowest quote would be selected .In case the supplier quoting the lowest is not selected, the CPC shall put forth the reason for the same. All the process should be documented in the procurement register.
12. The preference should be given for purchase of construction or other materials from govt. sources/agencies approved by district/state, if available.

13. The MPA Officer will supervise the work progress under the guidance of AE. Government standard rates would be applicable for procurement of materials and wage payment. Both male and female labours will be paid wages equally.
14. Community take effort to undertake labour-intensive earthworks, culvert casting, pipe installation, turfing, etc.
15. The **FNGO Engineer** would be responsible for liaison with the VDC and supervision of construction. He will **write the measurement books** for each completed work **and maintain the case record** and submit at MPA level.
16. The **MPA level, Junior Engineer** will be responsible to **ensure the procurement** of quality materials, complete the activities timely, **do check measurement** and **keep the case records**.
17. The VDC will be responsible for organizing the labourers from the community who will participate as work force in the activity.
18. Following completion of the works, the project would be handed over to the VDC for O&M.
19. In case of Drinking water supply projects, water user fee will be collected & deposited as VDF .After completion of work, post project management (O & M) will be done.
20. PMU from technical wing will monitor and give guidance as and when required.
21. In case, any activity does not find place in the AWPB of concerned VDC and needs to be executed as per the necessity and demand of communities, photocopy of the necessary resolution of the VDC justifying the necessity of the work should be submitted by the FNGO along with the estimates of the said work for scrutiny and approval at MPA/PMU level.
22. Team leader of FNGOs shall submit the requisition for case records along with two copies of the estimates to MPA for Technical Sanction and **administrative approval**. Concerned Expert of MPA JE/AE will examine it against the AWPB. After the technical sanction, it should be placed for administrative approval of SO, MPA. After this, MIS Assistant (DEO) will issue the case records and the original copy of the estimate observing the existing procedures.
23. MIS Assistant (DEO) of MPA should keep track of issuing each case record against a particular activity by way of maintaining a case record issue register, if it is not being maintained presently.
24. FNGO shall be held responsible and accountable for initiation of works before issuance of the case records by MPA. FNGO should keep the approved estimates in the concerned case records and also maintain two copies of duplicate case records of all the works undertaken/ongoing at their offices as well as VDC office ,which shall also be verified during the field visit of staff of MPA and PMU.

Case Records:

Case records should be maintained for each field activity executed. The case records should contain following documents.

1. Application of the User Group for a particular work
2. The User Group resolution for taking such activity and selection of User Group leader
3. VDC Resolution showing the approval of the activity
4. Permission from appropriate authority (Revenue / Forest / Panchayat) in case of work in common land
5. Plan and Estimates including project report, design, analysis of rate, material statement, lead, lift & conveyance, earth work utilization sheet and cost analysis . (Technical sanction and Administrative approval from appropriate authority)
6. Business Development Plan for activities under Rural Finance and other livelihood activities
7. Site Map with Plot No. (NRM / Engineering work)
8. Beneficiary list/ list of User Group members with name of UG Leader
9. Work order, in case of work done by UG/SHG
10. Pre, during and post project photographs with detail date & time stamp, captions with latitude & longitude, elevation.
11. The post project photograph should contain the transparency/display board
12. The display board should have these writings in a cemented structure /wall painted in the body of work (Name of work, Estimated Cost, Expenditure, No of beneficiary benefited, Species/variety planted in case of plantation, village Name, MPA Name, NGO Name , Year of Implementation)
13. Photo copy of vouchers/muster rolls relating to the particular work
14. Summary of works
15. Work inspection/assessment sheet/report of MPA/PMU/others
16. Project/work completion report
17. Social Audit

Work site sign Boards

Work site sign Boards should be put up in individual structures under all construction and NRM works, Entry Point Activities (EPA), other livelihood works which should display details of estimated cost and expenditure, year of execution, latitude & longitude & no of beneficiaries etc. The language should be in Odia on one side and English on the other side. The sign boards should be written in white colour letters with a maroon colour base/background having the logo of Government of Odisha, OPELIP, IFAD and NGO. The sign board should be in rectangular shape and may be of brick structure/ GI sheets/wall

Painted in the structure. The minimum dimension of the sign board should be 3 feet length and 2 feet height and should be cost effective. (Detail in **Annexure-I**)

Technical Sanction and Administrative Approval :

Sl. No	Designation	Qualification/Rank	Technical Sanction Power (Rs. in Lakhs)	Administrative Power (Rs. in Lakhs)	Remarks
FNGO LEVEL					
Micro Project Agency(MPA) LEVEL					
1	Special Officer		-----	Up to 5.00 Lakh	Permanent, GoO
2	Junior Engineer at MPA Level	Diploma in Civil Engineering	Up to Rs. 2.00 lakhs		Permanent GoO/Contractual GoO
ITDA Level/Block Level (in Non ITDA area)					
	Programme Administrator (PA,ITDA)/Sub Collector			Up to 10.00 Lakh	Permanent, GoO
4	Asst. Engineer/AEE MPA/ITDA	Bachelor's Degree in Civil Engineering	Above Rs. 2.00 lakhs up to Rs. 10.00 lakhs		Permanent, GoO
DRDA/District Level					
	Collector-cum-Chairman of MPA			More than 10 lakhs/GoO fin. guidelines	Permanent, GoO
	APD Technical/EE	Bachelor's Degree in Civil Engineering	Above Rs. 10.00 lakhs up to Rs. 50.00 lakhs		Permanent, GoO

NB: The Technical Sanction and Administrative Approval Limit may be changed as per norms supplied by Department/ GoO from time to time.

Annexure-I

ODISHA PVTG EMPOWERMENT AND LIVELIHOODS IMPROVEMENT PROGRAMME

Name of the Village:
Name and Item of Work:
Location with Lat. & Long.:
Year of Execution:
Estimated Cost and Expenditure (Rs):
Contribution (Rs):
No. of beneficiaries
Person days generated
Plantation-Area Covered and Species Planted (ha)
WHS Ayaout Area/ Benefited Area etc (ha):



NGO
LOGO

