

**INSTRUCTIONS FOR EXECUTION OF BUILDING PROJECTS (COMMUNITY CENTRE/
KALYAN MANDAP/ MANDAP/ SCHOOL/ COLLEGE/ AWC/ LA CENTRE/ MEDICAL
CABIN) AND CEMENT CONCRETE ROAD OUT OF WODC FUNDS**

It has been resolved in the Council Meetings for execution of Community Centre/ Kalyan Mandap/Mandap/School/College/AWC/LA Centre/Medical Cabin and Cement Concrete Road out of WODC funds for utility by the community. So in order to bring uniformity in execution of the above projects in respect of quality, specifications, etc. in the Council districts, it is decided to communicate Model Plan and instructions for execution by the Executing Agencies sanctioned in respect of projects duly approved by the Council have been **administratively approved** by Hon'ble the Chairman, WODC.

The Executing Agencies are to record the Administrative Approval on the body of the site specific estimate mentioning the approval order of WODC as:-

**“Administratively approved for Rs _____/- (Rupees _____)
vide WODC Administrative Approval Order No. _____ dt. _____”.**

Each project shall be duly technically sanctioned by competent authority of the respective Executing Agencies. A copy of the approved Model Plan of Community Centre/ Kalyan Mandap/ Mandap/ School/ College/ AWC/ LA Centre/ Medical Cabin and Cement Concrete Road separately approved by WODC shall form a part of the Case Record of the Executing Agency.

1. The Model plan will guide the Engineering personnel for preparation of site specific estimate at Executing Agencies level. Site specific estimate shall be prepared by the GPTA/Junior Engineer/Assistant Engineer with the approved drawing and according to the actual lead of the construction materials which will be technically sanctioned by the Assistant Engineer/ Assistant Executive Engineer. A copy of the site specific technically sanctioned estimate shall be submitted to WODC for record and reference.

2. Steps to be taken for execution of the project.

The project may be taken up if the project site is not objectionable in nature.

3. Construction of Transparency Pillar/Completion Board.

Transparency Pillar with letter writing to be constructed at the project site at the time of lay-out with an estimated cost of **Rs6,000/-** which is incorporated in the Model estimate. The completion board with letter writing is to be constructed just after completion of the project with an estimated cost of **Rs4,000/-**.

The instructions communicated vide this office letter **No.5474-WODC dt.26.04.2016** shall be scrupulously followed in respect of Construction of Transparency Pillar and Completion Board at the project site.


4. Execution of the Project.

The established procedure of respective Department shall be followed in the matters of selection of executants. Regarding execution of the project relating to Educational Institutions, Clubs, Library Buildings, Pathagars etc., this office letter No.3837/WODC dt.21.03.2016 shall be followed. The GPTA/JE/AE/AEE shall supervise the project as per the Model plan and site specific estimate.

5. Projects to be executed with enhanced labour rate.

The site specific estimates of the approved Model Projects are to be prepared keeping in view the enhanced labour rate **w.e.f. 24.07.2015**. This office letter **No.7118/WODC dt.04.09.2015** may be referred to.

Besides, the estimated cost of the Model Projects may increase due to actual lead of the construction materials and enhanced labour rate. The additional funds if required may be intimated to WODC after preparation of site specific estimate so that the Council shall make additional provision of funds in its subsequent budget for completion of the approved projects.


13/5/16.
Chief Executive Officer

6. Specification on Construction Materials and Constructional Activities.

Locally available construction materials should be used to maintain austerity. In respect of use of construction materials such as cement, sand, coarse aggregates (metal & chips), fine aggregates (sand) and water and the instructions communicated vide this office letter **No.10773-WODC dt.24.11.2014** should be meticulously followed. In addition to above, the following instructions shall be adhered to.

BUILDING

- The plinth area of the Community Centre/ Kalyan Mandap/ Mandap/ School/College/AWC/LA Centre/Medical Cabin shall be guided as per the approved drawing.
- During casting of concrete like C.C. 1:3:6 (metal concrete) and R.C.C. M20/C.C. 1:1.5:3 (chips concrete), plate vibrator/ needle vibrator shall be used. No casting of concrete will be made without use of plate vibrator/ needle vibrator.
- Minimum **fourteen days** curing shall be ensured by the concerned technical personnel of the executing agency.
- During casting of the concrete the concerned JE/GPTA/AE/AEE shall personally remain present at work site and to ensure mixing of concrete by concrete mixer.
- The approved drawing shall be followed for execution of different stages of the Building.

CC ROAD

- The width of the CC road shall be 3.05m or 10'00" with expansion joint on each 5.00m interval. The width of the road may also vary as per the necessity of the site condition.
- During casting of concrete like C.C. 1:3:6 (metal concrete) and C.C. 1:2:4 (chips concrete), plate vibrator shall be used. No casting of concrete will be made without use of plate vibrator.
- The sub-base shall be compacted with 8-10 ton road roller if the length of the road is more than 200m.
- Efforts should be made for provision of 3 % cambering from centre to side of the road.
- Minimum **fourteen days** curing shall be ensured by the concerned technical personnel of the executing agency.
- During casting of the concrete the concerned JE/GPTA/AE/AEE shall personally remain present at work site and to ensure mixing of concrete by concrete mixer.

7. Photographs of the Project.

The executing agency must keep and submit the colour photograph of the proposed site in 3 stages i.e. before execution, during execution of work and after completion for the purpose of documentation.

8. Release of funds.

The approved amount shall be released to the Executing Agencies by the Collectors within 15 days of receipt of the funds from WODC.


**CHIEF EXECUTIVE OFFICER,
WODC, BHUBANESWAR**
Chief Executive Officer
Western Odisha Development Council