

WESTERN ODISHA DEVELOPMENT COUNCIL, ODISHA  
6<sup>TH</sup> FLOOR, RAJIV BHAWAN, BHUBANESWAR-1

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No. MISC-0004-2022 232/WODC Date. 07.01.2022

From:

Dr. Ajit Kumar Mishra,  
Chief Executive Officer

To

The Collector,  
Angul / Bargarh / Boudh / Bolangir / Deogarh / Jharsuguda /  
Kalahandi / Nuapada / Sambalpur / Subarnapur & Sundargarh.

**Sub: SOP for substitution proposal under WODC - reg.**

Madam / Sir,

With reference to the above mentioned subject, I am directed to communicate herewith the SOP for substitution proposals for needful action at this end.

Yours faithfully,

**Encl:- As above.**

  
7.1.2022  
Chief Executive Officer

Memo No. 233/WODC

Date 07.01.22

Copy submitted to the Hon'ble MPs & MLAs of WODC districts /  
Expert Member, WODC for favour of kind information,

  
7.1.2022  
Chief Executive Officer

Memo No. 234/WODC

Date 07.01.22

Copy forwarded to the Officer-in-charge, WODC District Office, Angul / Bargarh / Boudh / Bolangir / Deogarh / Jharsuguda / Kalahandi / Nuapada / Sambalpur / Subarnapur & Sundargarh for information and necessary action. They are requested to forward the SOP to all Executing Agencies of the district with an instruction for strict adherence of the SOP.


  
7.1.2022  
Chief Executive Officer

P.T.O

Memo No. 235/WODC

Date 07.01.22

Copy forwarded to Senior Private Secretary to Hon'ble Chairman, WODC & Principal Advisor to Hon'ble Chief Minister, Odisha for favour of kind information of Hon'ble Chairman, WODC.

  
Chief Executive Officer

Date 07.01.22

Memo No. 236/WODC

Copy forwarded to the Officers & staff of WODC for information and necessary action.

  
Chief Executive Officer

## SOP FOR SUBSTITUTION PROPOSALS

Large numbers of proposals for substitutions reflect that the original proposals often times lacked in-depth examination of the feasibility and sustainability. We should endeavour to minimize such proposals.

Therefore the following SOP has been framed to guide the substitution proposal in future.

1. All the substitution proposals are to be recommended by the Collectors with valid justification.
2. The substitution proposals must contain the feasibility report of the new proposal.
3. The administratively approved amount must be accounted for appropriately in accordance with WODC accounting procedure.
4. The executing agency must submit certificate on the following points:-
  - (i) The work of the earlier approved project has not been started.
  - (ii) The work order (if issued) against the earlier approved project has been duly cancelled.
5. No deviation from the already approved sector at the time of substitution proposal.
6. Estimated cost should be the same as per the earlier approved/sanctioned amount and there should neither be any bifurcation nor any enhancement.