

TOP PRIORITY.

Government of Odisha
Revenue and Disaster Management Department

...
No. REM(A)-23/13 22189 /R.&D.M. Dt. 7-6-13

From

Dr. C. Rout,
Under Secretary to Government.

To

The Finance Department.
Works Department,
Housing & Urban Dev. Deptt.
Secretary to Board of Revenue,
Odisha, Cuttack.
All Revenue Divisional Commissioners,
All Collectors.
Chief Engineer Buildings, Odisha,
Bhubaneswar.
Chief Engineer, Rural Works-II, Odisha,
Bhubaneswar.

Sub: Standardisation of services and management of
Circuit Houses in the State.
Sir,

I am directed to invite a reference on the subject cited above and to furnish a copy of minutes of the meeting on Standardization of services and maintenance of Circuit Houses in the State as per the meeting held on 3rd May, 2013 at 4.00 P.M. in the Conference Hall under the Chairmanship of Addl. Chief Secretary of the Finance Department for information and necessary action.

Yours faithfully,

Cy 21/5/13
Under Secretary to Government.

Encl: As above.

Memo No. 22190 /R.&D.M. Dt. 7-6-13
Copy alongwith copy of the minutes forwarded to P.S. to Principal Secretary, R&D.M. Department for kind information.

Cy 21/5/13
Under Secretary to Government.

Memo No. 22191 /R.&D.M. Dt. 7-6-13
Copy to Guard file for reference.

Cy 21/5/13
Under Secretary to Government.

Minutes of the meeting on standardization of services and maintenance of Circuit Houses in the State held on 3rd May, 2013 at 4.00 P.M. in the Finance Dept. Conference Hall.

Additional Chief Secretary, Finance chaired the meeting. The officials present in the meeting are as follows:-

1. Dr Taradatt, IAS, Principal Secretary, R &D.M. Department
2. Shri G. Srinivas, IAS , RDC (ND), Sambalpur
3. Shri B. Mohapatra, IAS , RDC (SD), Berhampur
4. Smt. Roopa Misha, IAS Collector, Khurdha
5. Secretary to RDC (CD), Cuttack
6. DGM, OTDC
7. Manager, State Guest House

2. Principal Secretary, R &D.M. initiating the discussion on the present conditions prevailing in some circuit houses stated that services provided in most of the circuit houses have drastically deteriorated in all fronts i.e., starting from day to day hygiene, cleanliness of the rooms and surroundings, uniformity and quality of food. For proper maintenance of circuit houses, he underlined the need to tide over the situation by taking care of the acute shortage of staff persisting since 1993-94 in all the new as well as old circuit houses. Presently, all the district offices are facing shortage of ministerial staff, and those working in the circuit houses on deployment from the Collectorate are unable to give enough attention for proper maintenance of the circuit house.

3. It was decided to outsource services for cleaning of the rooms and surroundings of Special Circuit Houses /Circuit Houses on payment of service charges. If there is sanctioned post of sweeper in the Circuit House, the same shall be filled up on contractual basis as per terms and conditions fixed by Finance Department, Govt. of Odisha, and the work should be supervised properly by the Manager/Asst. Nazir.

4. For proper surveillance of Special Circuit Houses /Circuit Houses, the sanctioned post of Chowkidar/watchman shall be filled up on contractual basis as per terms and conditions fixed by Finance Department, Govt. of Odisha. Wherever such posts are not sanctioned, the same shall be outsourced to local Security Agencies/Agencies available in the district having good track record. If such agencies are not available inside the district, the agency may be outsourced from the nearby district. After a detailed discussion, the following staffing pattern was agreed upon, which is as follows:

SI No.	Name of the Post	Special House	Circuit	Circuit House
1	Manager/Asst Manager/Asst Nazir	1		1
2	Khansama	2		1
3	Helper(Kitchen Helper)	1		1
4	Room Attendant	One attendant per two Rooms + one additional attendant above 4 rooms		One attendant per two Rooms + one additional attendant above 4 rooms
5	Gardener	1(Outsourcing)		1(Outsourcing)
6	Sweeper	1(Outsourcing)		1(Outsourcing)
7	Chowkidar/Watcher	1(Outsourcing)		1(Outsourcing)

As the number of rooms in the Special Circuit House located at Bhubaneswar, Puri, Cuttack, Sambalpur and Berhampur are more, and there is constant flow of high officials, more number of staff strength may be sanctioned. Besides, as per necessity of the Special Circuit Houses/ Circuit Houses, Collectors may deploy staff from other District Offices in Special Circuit/ Circuit House to provide quality service.

5. Regular maintenance and periodical repair of Special Circuit Houses/ Circuit Houses require immediate action. Collectors should intimate the same to concerned Executive Engineer, R&B for necessary maintenance, which should be attended on priority basis. Where there is necessity of major repair/maintenance/renovation, the same shall be referred to Government as per the Finance Department Guidelines for sanction of special funds through the concerned Revenue Divisional Commissioner. Concerned Chief Engineer may

also be intimated to take immediate action from their repair grant. First floor, which is required to be constructed in some of the Circuit Houses may be taken up during the current year. Concerned Collectors may furnish the proposal along with detailed plan and estimate at the earliest.

6. After a detailed discussion on the cost and quality of food provided in various Circuit Houses, food items provided by the OTDC, cost of food provided in Odisha Nivas, New Delhi and the price fixed for various items by Secretary, Board of Revenue, Odisha, Cuttack vide letter No 73., dated 27.6.2012 for the circuit houses, Additional Chief Secretary, Finance observed that the cost and quality of food need to be standardized in all the Circuit Houses. Finally, it was decided to have a standard menu and cost for all the Special Circuit Houses/Circuit Houses in the State as follows:

Sl No.	Item	Rate (Rupees)
1	Tea	5.00
2	Coffee	10.00
3	Breakfast (6 Poories+curry+1 Banana) Toast & Egg+ 1 Banana	30.00
4	Standard Veg Meal(Rice, Chapati, Dal, Mixed Veg Curry, Veg Fry& Salad)	60.00
5	Non Veg(Fish) Standard Veg Meal+ Fish Curry	80.00
6	Non-veg(Chicken) Standard Veg Meal+ Chiken Curry	80.00
7	Non-veg(Mutton) Standard Veg Meal+ Mutton Curry	100.00
8	Special Dishes/Mineral Water/Soft Drinks	(To be charged as per prevailing market rate)

Apart from above, if any other item is to be required by the Guest, the same shall be obtained from Local Market (if available) by the Manager/Asst. Nazir and to be supplied on cost to cost/break even basis.

The meeting ended with thanks to the chair.


 Additional Chief Secretary, Finance