

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

42681
No. RDM-REM-RB-0012-2025 /R&DM dated 13 NOV 2025

From

Smt. Madhusmita Sahoo, IAS,
Additional Secretary to Government

To

The Secretary, Board of Revenue, Odisha, Cuttack,
All RDCs,
The Director, ROTI, Bhubaneswar,
The IGR, Odisha, Cuttack,
The DLRS, Odisha, Cuttack,
All Collectors

Sub: Regarding procedures regarding submission of projects and commencement of works.

Sir,

In inviting reference to the the subject cited above, I am directed to say that it has come to notice of the Government that there have been some irregularities in following the procedures for submission of plan & estimates regarding construction/ renovation of buildings and execution of the projects. For instance, estimates are sent to this Department without accordance of administrative approval from the competent authority as per extant FD guidelines, model plan and estimates prescribed for specific buildings are not being adhered to while submitting the proposal to this Department, estimates are being sent to this Department without proper justification and valid reasons.

Therefore, in order to streamline the matter, you are requested to follow the enclosed SOP strictly while submitting proposals for new projects.

Yours faithfully,


Additional Secretary to Government

Memo No. 42682/R&DM Dated 13 NOV 2025

Copy along with copy of the enclosure forwarded to the Chief Engineer (Buildings), Odisha, Bhubaneswar/ the Chief Engineer (Buildings & Bridges), Rural Works, Odisha, Bhubaneswar/ the E.I.C. (P.H.), Odisha, Bhubaneswar for information & necessary action.

They are requested to communicate necessary instructions to Divisional Engineers to follow these instructions in submission of estimates and execution of projects.


Additional Secretary to Government

**SOP regarding submission of proposal
for construction/ renovation of Revenue Buildings for budget
outlay under Non-Residential & Residential buildings sector.**

1. Plan & estimate should be specific for the buildings under Revenue & DM Department only.
2. All RDCs/ all Collectors/ Secretary, BoR/ IGR/ DLRS/ Director, ROTI will submit approximate budget requirement for forthcoming year by end of April and will submit the estimates by end of August against the requirement furnished in April.
3. Plan & estimate for construction of new building should be prepared as per the model plan & estimate approved for specific building as follows:
 - *Model plan & estimate of R.I. Office-cum-Residence building communicated vide letter No. 13945/R&DM dated 11.04.2025.*
 - *Model plan & estimate of various types of Residential buildings communicated vide letter No. 42040/R&DM dated 07.11.2025.*
 - *Model plan & estimate of OSWAN Conference Hall communicated vide letter No. 27049/R&DM dated 21.07.2025.*
4. All proposals should be justified with valid reasons. And should be accompanied by land particulars and lay out of land where it is proposed to be constructed. The estimates should always contain detailed drawings of the project with proper scale and legend.
5. Splitting up of work of a project is not allowed. The estimate should be prepared taking into consideration all aspects of the project.
6. Estimates of the projects should be Technically Sanctioned by executing agencies as per their power for Technical Sanction.

7. Administrative approval to technically sanctioned estimate of project shall be accorded by the competent authority as per the FDOM No. 27047/F dated 27.09.2021 on Amendment of DFPR,1978. Power of Member, Board of Revenue, Odisha, RDC & Collector in respect of Residential buildings, Non-Residential buildings & Circuit House/ IB/ Rest Shed/ Office-cum-Residential buildings are as follows:

Sl. No.	Descriptions	Power of Member, Board of Revenue	Power of RDC	Power of Collector
1	Residential building	Rs. 7,50,00,000/-	Rs. 4,50,00,000/-	Rs. 3,00,00,000/-
2	Non-Residential building	Rs. 15,00,00,000/-	Rs.10,00,00,000/-	Rs. 4,00,00,000/-
3	Circuit House, IB, Rest Shed and Office-cum-Residential building	Rs. 4,50,00,000/-	Rs. 3,00,00,000/-	Rs. 1,50,00,000/-

8. After accordance of administrative approval, two copies of estimate in original should be sent to this Department for scrutiny and approval.
9. No project should be processed for commencement of work without prior approval from the Revenue & DM Department.
10. Proposal for construction of new quarter should always be proposed on the basis of present staff position of the Office and number of existing quarters.
11. Minor repair and renovation is not covered under the budget head of this Department, so only major renovation/ up-gradation/ extension proposal should be submitted for existing buildings.
12. Renovation work and construction of new building projects within Rs. 2 Crore should be completed within a year from the date of approval of the project by the Department.
13. In the District Revenue Meeting, the ongoing projects should be reviewed regularly for early completion and handover.
14. After handover of the buildings, steps shall be taken immediately to ensure functioning of office for which it has been constructed. Provision for proper watch and ward should be made to prevent theft from the newly constructed buildings.

15. Plan & estimates should be prepared and works to be executed by the Divisions under the executive agencies i.e. Chief Engineer (Buildings), Odisha (Works Dept.)/ Chief Engineer (Buildings & Bridges), Rural Works, Odisha (Rural Development Dept.) & E.I.C.(PH), Odisha (H&UD Dept.) only.
16. Asset Register should be updated in frequent intervals by addition of new asset and deletion of unsafe declared and demolished structures and frequently update the data in Dwist Portal also.
17. Proper land should be identified free of encroachment or structures and sketch map should be submitted along with the proposal. For construction on site where unsafe structure is existed, proper procedures should be followed to declare the structure unsafe and proceedings to be attached along with the estimate.
18. In residential building projects, each building block may be considered as a separate project and accordingly estimates may be prepared for early execution of projects.
19. Layout plan, drawing, 3D view, floor-wise plan should be attached along with the estimate.
20. You are requested to submit the following check-list along with your proposal.

CHECK LIST FOR SUBMISSION OF PROPOSAL

<u>ITEMS</u>	<u>CHECK BOX</u>
1. Site plan sketch-map with plot details	☐
2. Technically Sanctioned as per competency	☐
3. Administratively approved	☐
4. Layout drawing	☐
5. Unsafe declaration proceedings for proposal against unsafe structure	☐
6. Justification of proposal	☐
7. Residential ☐ / Non-Residential ☐ / Circuit House, IB, Rest-Shed etc. ☐	
