



**Government of Odisha**  
**Housing and Urban Development Department**  
3<sup>rd</sup> Floor, Kharavel Bhavan, Unit-V, Bhubaneswar-751001  
\*\*\*

No. 8391 / HUD, Date 22/4/2020  
**HUD-FUND-POLICY-0002-2020**

**From**

G. Mathi Vathanan, IAS  
Principal Secretary to Govt.

**To**

**All Collectors**  
**All Commissioners & Executive Officers of ULBs.**

**Sub: SOP for implementation of Urban Wage Employment Initiative in Urban Local Bodies.**

**Madam / Sir,**

I am to enclose here with a copy of the Standard Operating Procedure (**SOP**) for its adoption during execution of projects under Urban Wage Employment Initiative (**UWEI**) in Urban Local Bodies.

You are therefore requested to scrupulously follow the Standard Operating Procedure (**SOP**) while executing the projects under Urban Wage Employment Initiative.

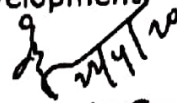
Yours faithfully

*G. Mathi Vathanan*  
22/4/20

Principal Secretary to Government

Memo No. 8392 /HUD, date 22.4.2020

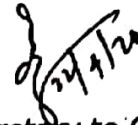
Copy forwarded to Private Secretary to the Hon'ble Minister, H & UD, Odisha for kind information of Hon'ble Minister, Housing & Urban Development,



Joint Secretary to Government

Memo No. 8393 /HUD, date 22.4.2020


Copy forwarded to Private Secretary to the Chief Secretary, Odisha / P.S. to Development Commission, Odisha for kind Information of Chief Secretary/ Development Commissioner.



Joint Secretary to Government

Memo No. 8394 /HUD, date 22.4.2020

Copy forwarded to the Commissioner-cum-Secretary, Mission Shakti Department for kind information and necessary action.



Joint Secretary to Government

Memo No. 8395 /HUD, date 22.4.2020

Copy forwarded to all the Project Director, DUDA /all Brach Officers/ All Section of H & UD Department for information and necessary action.



Joint Secretary to Government

## Standard Operating Procedure (SOP) for Executing Projects Under "Urban Wage Employment Initiative"

The guidelines for implementing "Urban Wage Employment Initiative" was issued vide this Department letter no. 8293 on 18.04.2020 indicating its scope and objective. The initiative is unique in so far as it attempts to achieve convergence of a number of critical areas of urban development i.e. wage employment to the workers from unorganised sector affected by the pandemic, empowerment of SHGs especially, the marginalised women, protection of environment, creation of community assets and building partnership with community based institutions to achieve community centric and community led development. In a bid to help the officials and other stakeholders understand the procedures and processes involved in implementing the initiative effectively, the following Standard Operating procedure is hereby issued for strict adherence:

### *Ward Level Committee*

1. A **ward level committee** has to be formed for each ward of the ULB to prepare the "**List of Projects**" in order of priority, taking into consideration the need for creation of Wage Employment in the locality, need of the project, etc.

### *Composition of the Ward Level Committee*

2. The Ward Officer or any other official authorised by MC/EO shall be the convener of the Committee with the following members:
  - i. The AE/JE in-charge of the ward;
  - ii. The President/Secretary of Federations (Registered/Formatted);
  - iii. President/Secretary of one or two SHGs of that Ward (Urban/Mission Shakti SHGs) to be selected by the Ward Officer, CMMU Manager and CO concerned. (In case no Federation is formed or registered for that Ward)
  - iv. The President/Secretary of SDAs for each slum in the ward. Wherever SDAs are not there, then the President/Secretary of any Slum Level Committee.
  - v. Swachha Sathis/Swachha Supervisors, as may be decided by MC/EO.

### *Technical feasibility of the Project*

3. The Ward level committee will propose the "List of Projects" after ascertaining the technical feasibility through the AE/JE concerned.



**ULB Level  
Committee and  
its responsibility**

4. There shall be a **ULB Level Committee** to finalise the “**Final list of Projects**” for the whole ULB from amongst the “List of Projects” received from each Ward. While finalising the “Final List of Projects” the concerned Engineering personnel and field level official of the respective wards may be consulted by the committee, if required.

**Composition of  
the ULB Level  
Committee**

5. The **ULB Level Committee** shall be constituted with the following members:

- |   |               |
|---|---------------|
| i. MC/ EO   | - Chairperson |
| ii. City Engineer/Municipal Engineer                                | - Member      |
| iii. Health Officer   | - Member      |
| iv. Child Development Project Officer<br>(Mission Shakti in Charge) | - Member      |
| v. Nodal Community Organiser &<br>CMMU Manager                      | - Member      |
| vi. President & Secretary of the<br>Federation(Registered/Formed)   | - Member      |
| vii. Other officials as may be<br>decided by the MC/EO              | - Member      |

**Guiding Principle  
for finalising a  
project**

6. While finalising the “**Final list of Projects**”, the ULB level Committee shall ensure that the list of projects is prepared on the basis of:
- Need for wage employment in that locality;
  - Technical feasibility of the project;
  - The project is within the scope of this initiative.

**Modalities of  
execution of  
projects**

7. The projects under the scheme shall be executed as follows:
- If the total estimated cost of the project does not exceed ₹1 Lakh, it will be executed by the Self Help Groups (SHG)/Slum Dwellers Association (SDA) to be selected as Implementing Partner (IP) by the Municipal Commissioner (MC)/Executive Officer (EO).  
**Provided that, where the ULB feels that the SHG/ SDA does not have the capacity to execute the work, in such case, work order shall be issued in favour of A.E./ J.E. with SHG/SDA as IP.**
  - If the total estimated cost of the Project exceeds ₹1 Lakh, it

will be executed by the ULB through the concerned AE/JE with the support and supervision of the IP (SHG/SDA) to be selected by the MC/EO based on the recommendation of ULB Level Committee. The Work Order shall also have the name of the selected IP (SHG/Federation/SDA) along with AE/JE.

*Plan & Estimate of the project*

8. The AE/JE in charge of the respective ward will be responsible for preparing the Plan and estimate of all the projects. While preparing the estimate, all applicable charges have to be taken care of.

*Administrative approval & Technical Sanction*

9. The **"Final list of Projects"** with plan & estimate with details shall be placed in the Council for Administrative Approval. However, this can be done in phases without waiting for preparation of Plan estimate of all the projects to save delay in execution of projects in the ULB. Technical sanction of the projects shall be accorded as per the codal provisions.

*Publication of Final list of Projects*

10. To ensure transparency, the list of final projects should be published in the ULB Notice Board, at the ward office, Notice Board of concerned CDPO office and the ULB website simultaneously.

*Selection of Implementing Partner*

11. Once the plan and estimates are prepared and Administrative Approval is accorded, the MC/EO should select one of the SHGs (Urban/Mission Shakti SHGs)/SDAs to facilitate execution of the project as Implementing Partner (IP).

*SDAs to be engaged as IP*

12. In case of projects to be taken up in the slums, the concerned SDA shall be engaged as IP and if the SDA has not yet been formed then the SHG/ALF, preferably from that slum, may be engaged as IP.

*Criteria for selecting IP*

13. The selection of SHGs/ Slum Dwellers Associations should be done on the basis of their Capacity to execute and supervise the work, track record, consent to abide by the Guidelines, etc. If SHG/SDA is selected as the IP, then not more than one project per SHG may be awarded to have an equitable distribution of work amongst SHGs.

*Execution of projects with cost upto ₹1,00,000*

14. **In case of works with estimated cost upto ₹ 1 Lakh to be executed by SHG/ SDA**
  - i. The Work Order shall be issued to the Implementing Partner (IP) directly on Job work basis;
  - ii. Immediately after the Final List is prepared, the AE/JE shall open Case Record for each project;
  - iii. The AE/JE shall issue Muster Rolls to the IP after duly



- numbering it and endorsing on it his/her dated signature with seal immediately after issue of Work Order;
- iv. The Muster Roll shall be maintained by the IP on a day to day basis for submission of the same to the AE/JE on a fixed day for scrutiny every week;
- v. On submission of the Muster Roll, the amount due shall be transferred to the Account of IP after preliminary scrutiny through DBT.
- vi. The IP shall in turn transfer the wages to the Wage earners immediately through DBT.
- vii. The IP shall be responsible for procurement of materials;
- viii. The IP shall execute the entire project with the technical support of AE/JE concerned;
- ix. The final payment shall be made after the Completion Certificate is submitted by the IP duly counter-signed by the AE/JE concerned;

*Execution of  
projects with  
cost more than  
₹1,00,000*

**15. In case of works with estimated cost more than ₹1 Lakh:**

- i. Work Order shall be issued to the concerned AE/JE;
- ii. Immediately after the Final List is prepared, the AE/JE shall open Case Record for each project;
- iii. The AE/JE shall issue Muster Rolls to the IP after duly numbering it and endorsing on it his/her dated signature with seal immediately after issue of Work Order;
- iv. The Muster Roll shall be maintained by IP on a day to day basis for submission of the same to the AE/JE on a fixed day for scrutiny every week;
- v. On submission of the Muster Roll, the amount due shall be transferred to the Account of the IP after preliminary scrutiny of the Muster Roll;
- vi. The IP shall thereafter transfer the wage to the Accounts of the people engaged in the work in DBT Mode immediately;
- vii. The AE/JE concerned shall be responsible for execution of the work;
- viii. The ULB shall make the procurement and the payment shall be made to the agencies directly;
- ix. Final payment shall be made after submission of the

Completion Certificate by the AE/JE.

- x. All the above provisions shall also apply to projects with estimated cost up to ₹1 Lakh, if it is executed by the A.E./ J.E. as per proviso to point 7(i)

*Preference to  
local labourers*

16. While executing the Projects preference should be given to labourers of that locality. However, in case of non-availability of the required numbers, labourers from nearby areas, but from the same ULB, may also be considered.

*Supervision  
charges to be  
paid to IP*

17. Supervision Charges to the IPs shall be paid in the following manner:

- i. In case of works with an estimated cost upto ₹1 Lakh, the IP shall be paid @7.5% of the total estimated cost of the project as Supervision Charges. However, if the work order is issued in favour of A.E. /J.E., then the IP shall be paid @7.5% of the total wage component of the project as supervision charges.
- ii. In case of works with an estimated cost of more than ₹1.00 lakh, the IP shall be paid @ 7.5% of the wage component of the project as Supervision Charges;
- iii. The Supervision Charges shall be **credited to the accounts of the IP** on the basis of the progress of the work on weekly basis;
- iv. No taxes shall be deducted from the Supervision Charges of the IP and the entire taxes/charges incidental to the work, including that on the Supervision Charge, shall be borne by the ULB.

*Approval by  
Countersigning  
Authority*

18. The payments to be made in these projects through running bills would not require the approval of the Countersigning Authority i.e. PD, DUDA as a relaxation to the existing Guidelines. However, during submission of final bill the approval of Countersigning authority is mandatory for clearance of the bill.

*Display of  
information*

19. Every project taken up should have information about the projects displayed in or near the work site as a transparency measure.

*Advance  
Payment  
Prohibited*

20. Advance payment to anyone under this initiative is strictly prohibited.

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|----------------------------------|---|
| <i>Measurement of earth work</i> | 21. Wherever it is proposed to take up any earth work, it will be mandatory to measure the initial and final level by the AE/JE concerned by some suitable means of measurement to ascertain the volume of work.  |
| <i>Check Measurement</i>         | 22. The AE/JE shall check-measure and shall ensure that geo-tagged photographs of each stage of work are duly placed in the case record for raising the bills.  |
| <i>Sitting Fees</i>              | 23. The ULB concerned shall pay sitting fees, out of their own funds, to the President and Secretary of the SHG, SDA and Federation (ALF/CLF/ Mission Shakti) for participating in the meetings at the following rates: <ul style="list-style-type: none"> <li>i. President and Secretary of SHG, SDA, Slum Level Committee @ ₹250.00 per sitting;</li> <li>ii. President and Secretary of Federation @ ₹500.00 per sitting;</li> </ul> |
| <i>Rates of Minimum Wage</i>     | 24. The wages to the workers shall be paid as per the rates fixed by Labour & ESI Department communicated vide Letter No. 11688/ Date 07.11.2019 of Labour Commissioner, Odisha or at such rates as may be revised by Labour & ESI Department from time to time.  |
| <i>IEC/Awareness</i>             | 25. In order to sensitise all the <b>stakeholders of the project</b> on the scope and objectives of the initiative and the role of different stakeholders, the ULB shall take up the IEC/Awareness building activities, as may be required.   |