

MAHARASHTRA STATE POLICE HOUSING
AND
WELFARE CORPORATION LIMITED, MUMBAI

PlotNo. 89, 89A, Sir Pochkhanwala
Road, Near Police Officers Mess, Worli,
Mumbai– 400030

Maharashtra State Police Housing & Welfare Corporation Ltd. ,Mumbai

PlotNo.89,89A, Sir Pochkhanwala Road, Near Police Officers Mess,

Worli,

Mumbai-400030

Phone Nos. 24918388/24918389 Fax No. 24918390

Date of Encorporation : 13th March 1974

Share Capital : Rs. 10.00 crores

Paid up Share Capital : Rs. 7.96 crores

Head of the office : D G P , Vice Chairman & Managing Director

Department : Home Department, Govt. of Maharashtra

Primary objectives :

Housing & welfare activities for police & Prison departments

Construction of residential and administrative buildings for various wings of police department & Prison department.

Running of schools, hospitals etc.

Office timings : 10.00 a.m. to 5.45 p.m.

Maharashtra State Police Housing & Welfare Corporation Limited, Mumbai

BOARD OF DIRECTORS

CHAIRMAN	(1)	Addl. Chief Secretary, Home Deptt., Govt. of Maharashtra, Mantralaya, Mumbai	
VICE CHAIRMAN & MANAGING DIRECTOR	(1)	Maharashtra State Police Housing & Welfare Corporation Limited., Mumbai 400 030	Shri Bipin Bihari
DIRECTORS	(1)	Director General of Police, Maharashtra State, Mumbai	Shri Subodh Jaiswal
	(2)	Addl. Chief Secretary, Housing Deptt., Govt. of Maharashtra, Mantralaya, Mumbai	Shri Sanjay Kumar
	(3)	Commissioner of Police, Brihanmumbai, Mumbai.	Shri Sanjay Barve
	(4)	Principle Secretary, Public Works Department, Govt. of Maharashtra, Mantralaya, Mumbai 400 032	Shri Manoj Saunik
	(5)	Principal Secretary (SPL), Govt. of Maharashtra, Home Dept, Mantralaya, Mumbai	Shri Amitabh Gupta
	(6)	Addl Director General of Police & Jt. Managing Director, MSPH & WC Ltd., Mumbai.	Dr. Pradnya Saravade
	(7)	Secretary-II, Urban Development Department, Govt. of Maharashtra, Mantralaya, Mumbai 400 032	Smt Manisha Patankar-Mhaiskar

4.Audit Committee

Sr. No.	Designation	
1	Commissioner of Police, Brihanmumbai.	Chairman
2	Principal Secretary, P.W.D., Govt. of Maharashtra & Member of Board of Directors.	Member
3	Principal Secretary (Special), Home Department, Govt. of Maharashtra & Member of Board of Directors.	Member

Functions :-

As prescribed in section 177 of the Companies Act, 2013

4. Nomination and remuneration Committee

Sr. No.	Designation	
1	Director General of Police, M.S., Mumbai..	Chairman
2	Managing Director, Maharashtra State Police Housing & Welfare Corporation	Member
3	Principal Secretary, P.W.D., Govt. of Maharashtra & Member of Board of Directors	Member
4	Join Managing Director, Maharashtra State Police Housing & Welfare Corporation	Member
5	Principal Secretary (Special), Home Department, Govt. of Maharashtra & Member of Board of Directors	Member

Functions :-

As prescribed in section 178 of the Companies Act, 2013

Names of Appellate Authority & Government Information Officer
Under Right To Information Act, 2005

Public Information Officer

Sr. No.	Designation	Address	Telephone Numbers
1	Public Information Officer & Internal Audit officer Maharashtra State Police Housing & Welfare Corpn. Ltd.	Plot No. 89,89A, Sir Pochkhanwala Road, Near Police Officers Mess, Worli, Mumbai - 400 030	24918388 24918389

First Appellate Authority

Sr. No.	Designation	Address	Telephone Numbers
1	First Appellate Authority & Financial Advisor & Chief Accounts Officer Maharashtra State Police Housing & Welfare Corpn. Ltd. Email – cao@msphc.org	Plot No. 89, 89A, Sir Pochkhanwala Road, Near Police Officers Mess, Worli, Mumbai - 400 030	24918388 24918389

Second Appellate Authority

Sr. No.	Designation	Address	Telephone Numbers
1	Chief Information Commissioner Maharashtra State Tel. No. 022 – 22856078 / 22049390	13th Floor, New Administrative Building, Near Mantralaya, Mumbai - 400 032.	24918388 24918389

Policy for execution of projects

Pre1993

Till the year 1993, the construction projects were executed through the Public Works Department, Govt. of Maharashtra.

The Corporation was providing finance for such projects by raising loans from financial institutions like HUDCO, H.D.F.C. etc.

The following centage charges were paid by the Corporation to the various Departments.

- ✓ (i) Public Works Department (Civil) - 16% on work cost
- ✓ (ii) Public Works Department (Elect) - 28% on work cost
- ✓ (iii) Maharashtra Jeevan Pradhikaran (MJP) - 17.50% on work
(For Water supply & sanitary work)

Post1993

- ✓ Post 1993, the Corporation decided to implement projects on its own instead of executing through the PWD. This helped the Corporation to improve the quality of work, reduce the overhead expenditure due to heavy centage charges and for timely implementation of projects. PHC appoints Architects, Project Management Consultants (for day to day supervision) from the empanelled list of the PHC for each of the project and Contractors are given work through open turnkey tender process.
- ✓ As per policy the MSPH&WC implements the projects having 50 and more quarters and building projects costing more than Rs.1 crore, rests of the projects are executed by PWD.

The professional fees of Architects and P.M.C. is as follows.

- ✓ Architect - 2% of estimated cost / Tendered cost whichever is less
- ✓ P.M.C. - 2% of estimated cost / Tendered cost whichever is less
- ✓ Police Housing - loads - 3% as establishment cost
Corporation

Achievements

The Corporation has made available since inception.

- 31006 quarters
- 10 dormitory buildings
- Maternity Hospital at Worli
- 61 Hostels
- 40 Mess buildings
- 65 Administrative Building
- 99 Classrooms

Out of these –

- a) 13065 quarters + Maternity Hospital at Worli constructed by Public Works Department as Deposit Contribution work.
- b) 4297 quarters purchased by Police Housing Corporation from various Government bodies viz. MHADA, PCNTDA, MIDC and ULC (Govt. of Maharashtra) department.
- c) 13683 quarters +61 Hostels + 40 Mess Buildings, +65 Administrative Buildings and 99 classrooms constructed by the Corporation on its own.

Integrated Police Housing Scheme-Public Private Participation

In February 2004, the Govt. has approved Integrated Police Housing Scheme-Public Private Participation under which a part of police land will be leased out to developer on which he will build residential and commercial complexes and raise funds to construct police residential quarters and office premises.

A pilot project has been undertaken at Marol, Mumbai

Documents available with the office:

Sr. No.	Particulars	Name of the officers
1	Plans of construction	Deputy Engineer
2	Bills of Architects, P.M.Cs, & Contractors	Deputy Engineer
3	Measurement Book	Deputy Engineer
4	Contract Agreement	Chief Accounts Officer

Finance:

1.Modernisation of Police Forces Scheme

The Corporation has received Rs.363.53 crores under modernisation of police forces scheme from Director General of Police, Maharashtra State & Commissioner of Police, Brihanmumbai for the period of Financial Year 2000-2001 to 20008-2009. The Corporation has spent Rs.331.31 crores on various housing & buildings projects of police, remaining Rs.32.22 crores are being utilized on project under construction.

2.Plan Grants

The Corporation has received Rs.343.71 crores under plan Grants from State Government of Maharashtra from the period 2006-2007 to 2008-2009 under major head.

Demand No. B-9

4070 : Capital Expenditure on other administrative services

800 : Other Expenditure

(00) (05) : Grant for Maharashtra State Police Housing
& Welfare Corporation

3. Grants for Bond interest & principal amount repayment

The government disburses grants for repayment of principal payment of interest & government guarantee fee of the funds raised through bonds. The Corporation received Rs.17.21 crores for financial year 2008-2009 from the Government of Maharashtra under major head.

Demand No. B-10

6216 : Loan for housing

109 : Loans to Public Sector & other undertaking

(00) (01) : Loan to Maharashtra State
Police Housing & Welfare Corporation

Financial & Technical Powers

(Resolution no. 664,780)

1) To demolish buildings Owned by Corporation	Managing Director	Rs. 50 lakh (book value)
	Joint Managing Director	Rs. 25 lakh
2) Payment to contractors, Architects & P.M.Cs.	Managing Director	Full Power

3) To accord Administrative Approval, to call tenders from Architects & PMCs, Contractors to open & to approve the same	Managing Director	Rs. 2.00 crores
	Joint Managing Director	Rs. 50 lakh
4) To call tenders for construction and to open and accept the lowest tender if the offer is up to 5% above the detailed estimated cost & to issue work order to the contractor subject to recommendation of Technical Advisory Committee	Managing Director	Rs. 5.00 crores
5) To publish tender notices for constructions and payment thereof	Managing Director	Full Power
	Joint Managing Director	Rs. 5.00 lakh
	Chief Accounts Officer	Rs. 2.00 lakh

Administration & Personnel :

Sr. No.	Post	Total Post
1	Managing Director	1
2	Jt. Managing Director Manager	1
3	Superintending Engineer	1
4	Executive Engineer	1
5	Chief Accounts Officer	1
6	Internal Audit Officer	1
7	Company Secretary	1
8	Deputy Engineer	3
9	Assistant Accounts Auditor	1
10	Divisional Accountant	1

11	Commercial Accountant	1
12	Office Superintendent	1
13	Junior Engineer	1
14	Executive Assistant	2
15	Sectional Engineer	1
16	Assistant Engineer Gr. II	1
17	Senior Clerk	4
18	Clerk Typist	4
19	H.G. Steno	1
20	L.G. Steno	2
21	Drivers	4
22	Naik	1
23	Zerox Oeprator	1
24	Peon	3
	TOTAL	39

DISTRIBUTION OF WORK

(A) Establishment Branch :-
 Headed by the Jt. Managing Director
 Assisted by – Office Superintendent
 Head Clerk
 Senior Grade Clerk
 Clerk - Typist

Office Superintendent 1) Supervision on the working of Establishment Branch.
 :-

3) Submission of office Tapal to Senior officers.

Head Clerk :-

- 1) Creation of posts.
- 2) Trainings / Workshops.
- 3) Departmental Examinations.
- 4) Appointments on contract.
- 5) Deputation.
- 6) Departmental Enquiry.
- 7) Preparation of notes / reply to Assembly starred / unstarred. questions related to Establishment Branch.

- 8) To Maintain LAQ/LCQ register for the office.
- 9) To dealing with R.T.I. cases.
- 10) Purchase of all types of Dead Stock Articles and purchase of all types of consumables required for the office.
- 11) Supervision over the working of Sr. Gr. Clerk/Clerk-Typist in Establishment Branch.
- 12) Submission of files to senior officers put by his juniors from Establishment Branch with his remarks,
- 13) Any other job entrusted by the senior officers.
- 14) Court Cases.

Senior Grade Clerk :-

- 1) Maintaining personal files of all officer and men working in the corporation, maintaining Service books, Preparation of Gradation List, Promotion, Pay fixation.
- 2) Sanction expenditure incurred on vehicles, such as maintenance, repairs, petrol, oil etc.
- 3) Sanction of Loans and Advances.
- 4) Sanction of leave to officers and men and related correspondence. (except casual leave)
- 5) Dealing with Annual Maintenance Contracts of all types of Deed Stock Articles.
- 6) Telephones / Fax.
- 7) Purchase of books.
- 8) All types of returns related to Establishment Branch.
- 9) Any other job entrusted by senior officers.
- 10) Typing work.

Senior Grade Clerk :-

- 1) Inward / Outward and related work.
- 2) Maintaining master file.
- 3) Maintaining Dead Stock and library Register.
- 4) Initiate action to write off Dead Stock Articles.
- 5) Maintain register for news papers, Mile etc.

- 6) Any other job entrusted by the Senior officers.
- 7) Typing work.

Clerk - Typist :-

- 1) Grant of Increments.
- 2) Medical Examination, Verification of antecedents of newly appointed candidates.
- 3) Grant of casual leave.
- 4) Overtime Allowance to Drivers and Peons.
- 5) Purchase of stationary and its distribution.
- 6) Initiate action to carry out minor works of Electrification Plumbing, Carpentry in the Office.

B) Accounts Branch & Audit

Headed by the Chief Accounts Officer

Assisted By – Internal Audit Officer

- Assistant Accounts Officer
- Assistant Audit Officer
- Divisional Accountant
- Sr. Clerk (Cashier)
- Sr. Clerk (Tally)
- Jr. Clerk (Bills clerk)

Subjects allotted: -

Assistant Accountants Officer/ Assistant Audit Officer

- 1) Bank Reconciliation Statement
- 2) Preparation of Annual Budget Estimates.
- 3) Capital Budget
- 4) Bonds & Principal & Interest paid.
- 5) Inspection reports and audit paras.
- 6) To guide, supervise and control the work of cashier in all respects.
- 7) Deposits to be kept with the financial institutions.

- 8) Income Tax & F. B T.
- 9) Finalisation of Accounts (Balance Sheet & Profit & Loss A/c)
- 10) Work register.
- 11) A.G. Commercial Audit & Civil Report
- 12) Performance Budget.
- 13) Payment of Contractors
- 14) Grant of State Government & Central Government
- 15) Any other work related to Accounts Branch.

Sr. Clerk

- 1) Maintenance of Cash book.
- 2) Maintenance of Voucher file.
- 3) Distribution of cash and all payments on behalf of the corporation.
- 4) Maintenance of Pass Book, Cheque Book.
- 5) Preparation of Monthly pay-bills/T.A. Bills/ Supplementary bills.
- 6) Pension and Leave Salary Contribution bills/ Statements.
- 7) Preparation of Income Tax returns.
- 8) Any other work related to Accounts Branch.

Sr. Clerk

- 1) Tally Work
- 2) Bank Reconciliation
- 3) Any other work related to Accounts Branch.

Jr. Clerk

- 1) All bill Prepared
- 2) T.D.S. Challon
- 3) Any other work related to Accounts Branch.

Divisional Accountant:

- 1) Preparation/Submission of various Accounts Return to HUDCO/A.G./Govt.
- 2) Preparation and submission of loan application of HUDCO and similar other financing institutions subject to the data mentioned at Sr.No.2 in the Technical Branch List.
Correspondence regarding raising of resources from various financial institutions: -
- 3) Preparing adjustment entries of work expenditure against deposits
- 4) Insurance of buildings with the Director of Insurance.
- 5) Performance Budget
- 6) Payment of bills to contractors
- 7) The release of funds to the executive agencies and correspondence related thereof.
- 8) Filling of progress reports required for release of loan (as per sr. no. 3 of the Technical Branch list) and to deal independently on that basis for loan release application and other formalities required therewith e.g. obtaining insurance cover etc.
- 9) Any other work related to Accounts Branch
- 10) Refund of S.D./E.M.S./DA bills etc._

(C) Technical Branch

Headed by the Superintending Engineer

Assisted by - Executive Engineer
 - Deputy Engineer
 - Junior Engineer

Distribution of Work :-

Subjects allotted :-

1. Execution of construction of buildings, & supervision of construction
2. Supervision of the works of Architects & PMCs
3. Scrutiny of certification of bills

4. Persuing the Architects & PMCs for preparation of plans and estimates of the schemes entrusted to the Corporation, putting up to Managing Director all correspondence with HUDCO & other Financial Institutions so far as points related to technical angles are concerned including reminders for approval to layout etc. maintenance of project files.
5. Filling up the loan applications.
Note :- For further filling in the application as regards land details, working out loan amount and loan repayment schedule etc., including further submission to HUDCO/F.I. through M.D.
6. To obtain progress reports required for loan release
7. Compliance of references received from technical officers in connection with various projects
8. Check progress reports received from Architects & PMCs
9. Compliance of HUDCO/F.I.s appraisal reports
10. Submission of documents of sanctioned scheme the HUDCO/F.I.s
11. Land Transfer, Preparation of transfer deed in consultation with the Legal Advisor.
12. Preparation of loan agreements, mortgage deed etc. after sanction of loan from HUDCO/other F.I.S.
