

Government of West Bengal  
Public Works Department  
Establishment Branch KHADYA BHAVAN Block – 'A' : 4<sup>th</sup> Floor  
11A, Mirza Ghalib Street, Kolkata – 700 087.  
Email: [wbpwrdbudget@gmail.com](mailto:wbpwrdbudget@gmail.com)

No. 002 – PWD

April 5, 2023

From: The Joint Secretary  
to the Government of West Bengal.

To: All Drawing & Disbursing Officers,  
Public Works Directorate / Public Works (Roads) Directorate

**Sub:** *Communication of guidelines and proforma sheets for requisition of fund under various budgetary heads– Regarding.*

**Ref:** This Department's Memo no. 002-PWD dated 12.04.2022.

In continuation with the guidelines delineated in this Department's No. 003-PW/O/E-III/1B-18/2019 dated 12.04.2022, the undersigned is directed to attach four (04) numbers of proforma sheets, which shall smoothen the procedure of demand of funds under various budgetary heads under the major heads 2052, 2059, 3054 & 3451 operational from this end.

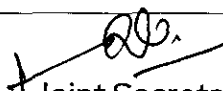
Annexure I	Requisition of funds under salaried heads for regular and contractual employees
Annexure II	Requisition of fund under non salaried heads for functioning of offices
Annexure III	Requisition of fund for payment of part time karmabandhu(s), sanctioned from Finance Department.
Annexure IV	Requisition of fund for payment of private security personnel under Public Works (Roads) Directorate, sanctioned from Finance Department.

2. The undersigned is directed to request all the Drawing & Disbursing Officers to comply with the norms and regulations contained in this Department's Memo No. 002-PWD dated 12.04.2022 and place their requisition only when bills are final and ready for disbursement.

3. The DDOs are, thus, requested to place a copy of the filled-up format of the proforma only in the emails mentioned below for taking necessary action. **No demand in hard copy through post / messenger shall be entertained.**

Purpose	Email ids
DDOs under P. W. Directorate	<a href="mailto:wbpwdbudget@gmail.com">wbpwdbudget@gmail.com</a>
DDOs under P. W.(Roads) Directorate	<a href="mailto:wbpwrdbudget@gmail.com">wbpwrdbudget@gmail.com</a>
Joint Secretary (Personnel)	<a href="mailto:jointsecretarypwd@gmail.com">jointsecretarypwd@gmail.com</a>

Enclosures: As stated above (Four sheets)

  
Joint Secretary to the  
Government of West Bengal

No. 002/1(07) – PWD

April 5, 2023

Copy forwarded for information to:

1. The Secretary, Public Works Department, NABANNA.
2. The Joint Secretary (Roads / P&C / Works), Public Works Department.
3. The Deputy Secretary, Public Works Department.
4. The Assistant Secretary, Public Works Department.
5. The Accounts Officer & DDO, P.W.D / Registrar & DDO, PWD (Roads Wing)
6. The I.T cell to upload a copy of the order in PWD website.
7. \_\_\_\_\_.

  
Joint Secretary to the  
Government of West Bengal

No. 002/2(10) - PWD

April 5, 2023

Copy forwarded for information and necessary action to:

1. The E-in-C & ex officio Secretary, PWD.
2. The Chief Engineer (HQ), P.W. Directorate / P.W. (Roads) Directorate.
3. The A.C.E. (P) / A.C.E. (M), P.W. Directorate / P.W. (Roads) Directorate
4. The S.G.E / C.F.A, Public Works Directorate.
5. The Chief Engineer, \_\_\_\_\_ Zone, P.W. Directorate / P.W. (Roads) Directorate
6. The Superintending Engineer, \_\_\_\_\_ Circle, P.W. Directorate / P.W. (Roads) Directorate
7. The Executive Engineer, \_\_\_\_\_ Division, P.W. Directorate / P.W. (Roads) Directorate
8. Office copy.
9. Guard file.
10. \_\_\_\_\_.

  
Joint Secretary to the  
Government of West Bengal

Government of West Bengal  
Public Works Department  
Establishment Branch KHADYA BHAVAN Block – 'A' : 4<sup>th</sup> Floor  
11A, Mirza Ghalib Street, Kolkata – 700 087.  
Email: [wbpwrbudget@gmail.com](mailto:wbpwrbudget@gmail.com)

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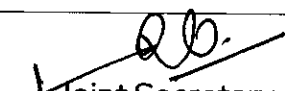
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Purpose	Email ids
DDOs under P. W.(Roads) Directorate	<a href="mailto:wbpwrbudget@gmail.com">wbpwrbudget@gmail.com</a>
DDOs under P. W.(Roads) Directorate	<a href="mailto:wbpwrbudget@gmail.com">wbpwrbudget@gmail.com</a>
Joint Secretary (Personnel)	<a href="mailto:jointsecretarypwd@gmail.com">jointsecretarypwd@gmail.com</a>

Enclosures: As stated above (Four sheets)

  
Joint Secretary to the  
Government of West Bengal

**Annexure I**

Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Joint Secretary (Personnel),  
Public Works Department  
Government of West Bengal  
11A, Mirza Ghalib Street, Kolkata – 700087 (Block – A, 4<sup>th</sup> Floor)

Sub: Demand for fund under SALARIED ITEMS for the financial year \_\_\_\_\_.

Name of the office:	
Name of the DDO:	
Mobile no. of the DDO: (Mandatory)	
DDO code:	
Contact No. of the office:	
Email id:	

Major Head	Sub major head	Minor head	Scheme head	Detailed head	Sub detailed head	Fund received till date (₹)	Fund utilized (₹)	Fund demanded including Arrear claims (₹)	Remarks, where necessary
2052 / 2059 / 3054 / 3451 (Strike out whichever not necessary)	00 / 01 / 80 (Strike out whichever not necessary)	001 / 002 / 053 / 090 (Strike out whichever not necessary)	001 / 002 / 003 / 004 / 005 / 011 / 013 (Strike out whichever not necessary)	01	01				
					02				
					03				
					04				
					05				
					07				
					12				
					14				
				02	00				No. of contractual staff: _____

**Certified that:**

- The bills, for which the expenses have been shown above, have been generated in strict observance of the rules and regulations contained in extant orders of the Government of West Bengal.
- Funds are demanded above in complete knowledge of the terms & conditions mentioned in PWD Notification no. 002-PWD dated 12.04.2022 and followed by associated orders.
- Administrative approval of the competent authority, as entailed in *DFPR 1977 read with F.D.'s Memo No. 4411-F(Y) dated 04.06.2014* read with related orders has been obtained before procurement of Goods & Services was made and shall be displayed on demand.

Counter-Signature of the  
Divisional Accountant attached

Signature (with date) of the  
Drawing & Disbursing Officer

\*\* Soft copy of demand is to be sent to designated email id. No hard copy shall be received or entertained.

Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Joint Secretary (Personnel),  
Public Works Department, Government of West Bengal  
11A, Mirza Ghalib Street, Kolkata - 700087 (Block - A, 4<sup>th</sup> Floor)

Sub: Demand for fund under NON-SALARIED ITEMS for the financial year \_\_\_\_\_

Name of the office: \_\_\_\_\_

Name of the DDO: \_\_\_\_\_

Mobile no. of the DDO: (Mandatory) \_\_\_\_\_

DDO code: \_\_\_\_\_

Contact No. of the office: \_\_\_\_\_

Major Head	Sub major head	Minor head	Scheme head	Detailed head	Sub detailed head	Fund received till date (₹)	Fund utilized (₹)	Fund demanded including Arrear claims (₹)	Remarks, where necessary	
2052 / 2059 / 3054 / 3451 (Strike out whichever not necessary)	00 / 01 / 80 (Strike out whichever not necessary)	001 / 002 / 053 / 090 (Strike out whichever not necessary)	001 / 002 / 003 / 004 / 005 / 011 / 013 (Strike out whichever not necessary)	07	00					
				11	00				Break-up needed	
				12	00					
				13	01				Monthly expense = ₹ _____	
					02				Monthly expense = ₹ _____	
					03					
					04				Split-up annexed exceeding ₹ 10,000/-	
				14	00				Private rent / Municipality Tax / Rate	
50	00				Reasons for demand					

**Certified that:**

- The bills, for which the expenses have been shown above, have been generated and shall be used immediately on receipt of funds within two months.
- No fund has been demanded under detailed head "13-04" for wages of part time sweepers, not sanctioned by Finance Department.
- Funds, demanded above, are in complete knowledge of the terms & conditions mentioned in PWD Notification no. 002-PWD dated 12.04.2022 and associated orders.
- Administrative approval of competent authority, as entailed in DFPR 1977 read with F.D.'s Memo No. 4411-F(Y) dated 04.06.2014 read with related orders has been obtained before procurement of Goods & Services was made and shall be displayed on demand.

Counter-Signature of the  
Divisional Accountant

Signature (with date) of the  
Drawing & Disbursing Officer

**\*\* Soft copy of demand is to be sent to designated email id. No hard copy shall be received or entertained.**

Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
 The Joint Secretary (Personnel),  
 Public Works Department  
 Government of West Bengal  
 11A, Mirza Ghalib Street, Kolkata – 700087 (Block – A, 4<sup>th</sup> Floor)  
 Sub: Demand for fund for payment of wages of SANCTIONED PART TIME KARMABANDHU(S) for the  
 financial year \_\_\_\_\_.

Name of the office:	
Name of the DDO:	
Mobile no. of the DDO: (Mandatory)	
DDO code:	
Contact No. of the office:	
Email id:	

Particulars of the Part time Karmabandhu(s)				
Number of Part time Karmabandhu working presently:				
Number of sanctioned part time karmabandhu(s):				
Financial Year:				
Related Memo of P.W.D.		259 dated 15.09.2021		
Details of Part time Karmabandhu(s)				
Name of the karmabandhu(s)	Employee code [HRMS]	Name of the office attached	Date of engagement	Serial No. of the karmabandhu in the PWD Memo No. 259 dated 15.09.2021 [compulsory field]
1.				
2.				
3.				
4.				
Status of fund requirement				
Head of account	:	25-3054-80-001-00-003-02-00		
Monthly remuneration:	:			
Previous fund received:	:			
Fund utilized:	:			
Period of demand:	:			
Total fund requirement (presently)	:			

Counter-Signature of the  
 Divisional Accountant attached

Signature (with date) of the  
 Drawing & Disbursing Officer

**\*\* Soft copy of demand is to be sent to designated email id. No hard copy shall be received or entertained.**

Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Joint Secretary (Personnel),  
Public Works Department  
Government of West Bengal  
11A, Mirza Ghalib Street, Kolkata - 700087 (Block - A, 4<sup>th</sup> Floor)

Sub: Demand for fund for payment of wages of PRIVATE SECURITY PERSONNEL ENGAGED THROUGH MANPOWER AGENCIES for the financial year \_\_\_\_\_.

Name of the office: \_\_\_\_\_

Name of the DDO: \_\_\_\_\_

**Particulars of the Part time Karmabandhu(s)**

Number of Private Security personnel working presently: \_\_\_\_\_

Number of sanctioned Private Security personnel(s): \_\_\_\_\_

Memo of P.W.D. under which F.D. sanction accorded: \_\_\_\_\_

Serial no. in the above memo \_\_\_\_\_

Memo of C.E. (HQ), P.W. (Roads) Directorate for the work: \_\_\_\_\_

Date of work order: \_\_\_\_\_

Date of termination of work order: \_\_\_\_\_

Extension accorded, if any: \_\_\_\_\_

Reasons for extension: \_\_\_\_\_

**Status of fund requirement**

Financial Year: \_\_\_\_\_  
Head of account: \_\_\_\_\_ 25-3054-80-001-00-002-78-00  
Monthly requirement: \_\_\_\_\_  
Previous fund received: \_\_\_\_\_  
Fund utilized till date: \_\_\_\_\_  
Period of demand: \_\_\_\_\_  
Total fund requirement (presently) : \_\_\_\_\_

Counter-Signature of the  
Divisional Accountant attached

Signature (with date) of the  
Drawing & Disbursing Officer

**\*\* Soft copy of demand is to be sent to designated email id. No hard copy shall be received or entertained.**