

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhavan
11A, Mirza Ghalib Street, Block-A, 4th Floor Kolkata - 700087

No:100 -E/PWD-11015/1/2021-Works Wing

Date:- 16/01/2023

OFFICE ORDER

In partial modification of previous orders of this Department, the following duties are hereby entrusted with the works of the officers as mentioned below.


Serial No.	Name of the Posts	Allotment of Officials Works
1.	Joint Secretary (Personnel), PWD. [Leave substitute of Joint Secretary, PWD]	1. Approval Authority for Medical reimbursement cases up to limit of Rs.2.5 Lakh for Indoor Treatment and Rs.25,000/- for O.P.D. Treatment.
		2. Issues relating to RTI Act., 2005 and Appellate Authority.
		3. Training matters of all cadres in Secretariat under the Department.
		4. Establishment matters of all Group-A cadres in Secretariat and Directorates under PWD from the rank of Junior Engineer, Assistant Engineer, Assistant Architect, Executive Engineers, Architects, Superintending Engineer, Superintending Architect, etc.
		5. Matters relating to MBL, WSFL and BEL.
		6. Allotment of Budgetary provisions under different establishments for pay and wages.
		7. Departmental NOC issuing authority for passport.
		8. Allotment of space for different offices.
		9. Assembly question and Assembly matters arising out of his work.
		10. Legal matter arising out of his works.
		11. Any other matter assigned to his by the Additional Chief Secretary / Principal Secretary / Secretary from time to time.
2.	Joint Secretary (Roads)[leave substitute of Joint Secretary(P&C), PWD	1. Matter related to RIDF for PW (Roads) Dte. including administrative approval and sanction of fund.
		2. Matters related to Budget of PW(roads) Dte.

		3. Processing of all Roads / Bridges / Flyover / Underpass works costing upto Rs. 10 crore under PW (Roads) Dte.
		4. Samiksha Monitoring
		5. Nodal Officer for Paschimanchal Unnayan Parshad.
		6. Assembly question and Assembly matters .
		7. Legal matter arising out of his works.
		8. Disaster Management.
		9. Matters related to Annual Report of PWD
		10. Preparation of reports and returns related to works of P.W. Dte and P.W. (Roads) Dte. except NH Wings related works.
		11. Preparation of input data for preparation of draft address note of the Hon'ble Governor.
		12. Preparation of input data for preparation of Budget speech of the Hon'ble Chief Minister and Hon'ble Finance Minister.
		13. Preparation of Budget speech of the Hon'ble Minister – in- Charge, PWD.
		14. Preparation report for Economic Review of PWD portion.
		15. Nodal Officer of City Gas distribution Network.
		16. Co-ordination with the JS(Personnel) for updating of booking arrangement of Inspection Bungalow .
		17. Co-ordination with the other official for updating of PWD Web site.
		18. Preparation of report(S) for HCM review meeting
		19. Any other matter assigned to his by the Additional Chief Secretary / Principal Secretary / Secretary from time to time
3.	Joint Secretary, (Project and Coordination)PWD[leave substitute of Joint Secretary(Roads.), PWD	1. Co-ordinator between PW Dte. and P.W. (R) Dte. in technical matters relating to Roads projects.
		2. All matters of National Highway and Centrally Aided Programmes like CRF / ISC etc. i.e. all matters of NH Wing
		3. All matters relating to externally aided projects.
		4. All matters related to NHAI and NHIDCL.

		<p>5. Processing of all Road / Bridge / Flyover / Underpass works costing more than 10 crores under PW (Roads) Dte.</p> <p>6. All matters related to WBHDCL including project sanction etc.</p> <p>7. Processing the revised estimates for the projects under P W (Roads) Dte. of costing more than 10 crores.</p> <p>8. e-Office and e-Governance</p> <p>9. CMO Grievance portal .</p> <p>10. Special Infrastructure Projects.</p> <p>11. Departmental Planning and Monitoring.</p> <p>12. Matters related to Accounts of P. W. (Roads) Dte.</p> <p>13. Matter relating to other institutional financed programmes relating to P W (Roads) Dte.</p> <p>14. Schemes related to Finance Commission / BADP / BRGF.</p> <p>15. Parliamentary questions and answers.</p> <p>16. Legal matter arising out of his works.</p> <p>17. Nodal Officer of Samannay Portal.</p> <p>18. Any other matter assigned to his by the Additional Chief Secretary / Principal Secretary / Secretary from time to time.</p>
4.	Deputy Secretary (Works) PWD. [leave substitute of Joint Secretary (Roads) PWD.]	<p>1. Matters related to Works of P.W. Dte.</p> <p>2. Matters related to Accounts and Budget of P.W. Dte.</p> <p>3. All cases of Compassionate Appointment in the Department.</p> <p>4. Common Service Branch.</p> <p>5. Ease of doing business / Right of way permission / Approach permission.</p> <p>6. Administrative Calendar.</p> <p>7. Assembly Questions and Assembly matters arising out of his work.</p> <p>8. Legal matter arising out of his work.</p> <p>9. Liaison officer for Bengal Global Business Summit (BGBS) and works related with other departments</p>

		executed by PW Dte.
		10. Nodal Officer for training programme schedule and training calendar in r/o Engineer officers under PWD.
		11. Nodal Officer for auction related matters of PWD.
		12. Preparation of management & monitoring of the office space occupied by other Govt. Departments in the premises of Govt. buildings under the control of PWD.
		13. Any other matter assigned to him by the Additional Chief Secretary / Principal Secretary / Secretary from time to time

All concerned are being informed accordingly.
This order shall take immediate effect.



 Secretary to the Govt. of West Bengal
 Public Works Department

No. 100/1(30)-E/ PWD-11015/1/2021-Works Wing

Date: 16/01/2023

Copy forwarded for information to:-

1. The P.S to Hon'ble M.I.C., P.W.D
2. The P.S to Secretary, P.W.D.
3. The E-in-C, P.W.D
4. The Chief Engineer, (H.Q.)/Planning, P.W Dte./P.W.(Rd) Dte./P.W.Dte. North Zone/West Zone/ South Zone/social Sector/ P.W.(Rd) Dte. North Zone/West Zone/ South Zone/ NH Wing/ PIU(ROB),P.W.(Rds.) Dte.
5. The Chief Govt. Architect & Chief Engineer, PWD.
6. The Financial Advisor, PWD.
7. The Joint Secretary, (Personnel / Works/Roads/ Project & Co-ordination.),PWD
8. The Deputy Secretary (All) _____,PWD.
9. The Technical Secretary, PWD.
10. The Sr. Law Officer, PWD/Special Law Officer & Ex-officio Deputy Secretary, PWD.
11. The Assistant Secretary(All) _____,PWD.
12. The OSD/Registrar, PWD.
13. _____ Branch/Cell,PWD
14. Office copy.


 Deputy Secretary (Admn), P.W.D