

GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
ESTABLISHMENT BRANCH, CELL-II
KHADYA BHAWAN, BLOCK - A, 4th FLOOR
11A, MIRZA GHALIB STREET, KOLKATA - 700087

No.- 1241/PWD-13099/35/2020

Dated- 29th September,2020

From: The Joint Secretary (Personnel)
Public Works Department

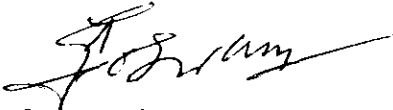
To: The Drawing & Disbursing Officer(s)
P.W.(Roads) Directorate
Under Public Works Department
Govt. of West Bengal

Sub: Consolidated report regarding the particulars of the Part-time Karmabandhu(s) working at various offices and sub-offices under Public Works (Roads) Directorate

In connection with the subject captioned above, the undersigned is hereby directed to request all concerned to furnish a consolidated report, as per the proforma enclosed herewith, in order to allot funds to cater the monthly wages of the approved 101 (One hundred one) Part-time Karmabandhu(s) serving at various offices and sub-offices under their jurisdiction in terms of order no. 763/1M-85/2017-R/E dated-28.11.2019 of this Department.

This may please be treated as **URGENT**.

Enclo.: As stated


Joint Secretary(Personnel)
Public Works Department

1194938/2020/ROADS WING(PWD)

Proforma regarding the particulars of the Part time Karmabandhu(s) working under various offices and sub-offices under the Public Works (Roads) Directorate:

Particulars of the Drawing & Disbursing Officer	
1. Name of the office:	
2. Location / Address of communication with contact number:	
3. DDO code	
4. Number of part time karmabandhu(s)	
5. Memo of P.W.D for engagement:	
6. Latest order of PWD for extension:	

Particulars of the Part time Karmabandhu(s)				
Name of the karmabandhu	Employee id in HRMS	Name of the office	Date of engagement	Last date of extension
I.				
II.				
III.				
IV.				
V.				

Fund requirement	
A. Previous head of account under which wages paid:	
B. Month till which wages paid from above head:	
C. Total Monthly remuneration:	
D. Present head of account under which fund demanded:	
E. Funds required till March 2021 since month specified at serial B:	

Signature & Seal
Divisional Accounts Officer/Accounts Officer

Drawing & Disbursing officer
----- Division