



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

No. 1508/PWD-13099/35/2020-ROADS WING

Dated- 25th November,2020

From: Joint Secretary (Personnel)
Public Works Department

To: 1) The Superintending Engineer,-----Circle
Public Works (Roads) Directorate
2) The Executive Engineer, -----Division
Public Works (Roads) Directorate

Sub: Submission of details of Part-time Karmabandh(s) engaged without FD's concurrence along with consolidated report of particulars of approved 101 Part-time Karmabandhu(s) working at various offices and sub-offices under Public Works (Roads) Directorate.

Ref: 1) No. 521-PWD(B) Dated-02.07.2020 of the Joint Secretary(P), PWD---Submission of details of Part-time Karmabandh(s) engaged without FD's Concurrence reg.
2) No. 1241/PWD-13099/35/2020 Dated-29.09.2020 of the Joint Secretary (P), PWD-----particulars of approved 101 Part-time Karmabandhu(s) reg.

With reference to above, this to inform him that details in respect of Part-time Karmabandhu(s) as per prescribed format was sought for from different offices under the control of Public Works Department, vide memo nos. 521-PWD(B) dated 02.07.2020 and memo no. 1241/PWD-13099/35/2020 dated 29.09.2020 of this Department through email & PWD's website. Few offices have submitted the said details as per this Deptt. order(s) no. 521-PWD(B) or no. 1241/PWD-13099/35/2020 till date. But few offices have not yet submitted any report till date.

Under the above circumstances, this is hereby once again requested to all concerned, who have not yet submitted necessary information, to furnish a detail report as per the proforma illustrated, vide the memo nos. cited above, through e-mail id: ccpwd2018@gmail.com by **14.12.2020** to have a comprehensive report for better appreciation of the case.

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

Enclo.: Copy of two orders
as stated above

**Joint Secretary(Personnel)
Public Works Department**

Government of West Bengal
Public Works Department
Establishment Branch
Email id: wbpwdbudget@gmail.com
Address: Khadya Bhawan,
Kolkata 700087

No. 521-PWD(B)

Dated: 02.07.2020

From: Joint Secretary (Personnel),
Public Works Department,
Government of West Bengal.

To:
The DDO, P. W. Dte./ P.W. (Rds) Dte,
Under Public Works Department,
Government of West Bengal.

Sub: Instruction to DDOs under PWD regarding submission of details of part-time Karmabandhu(s) engaged without FD's concurrence at offices under their respective jurisdiction.


It has come to the notice of appropriate authority that a number of Part-time Karmabandhu(s) have been engaged under different establishments of PWD without Finance Department's concurrence and their monthly remuneration is being paid from the HoA specified for administrative expenditures. An attempt is being made to streamline allotment for payment of monthly remuneration of part-time Karmabandhu(s) engaged at different offices from a common HoA after obtaining necessary approval from Finance Department.

In this regard, DDOs under this Department are instructed hereby to submit individual details of the Karmabandhu(s) working under him as per the format enclosed herewith as "Annexure-X" along with the document(s) that substantiate the info, within the next fifteen days preferably in the email address- wbpwdbudget@gmail.com

No hardcopy of the information is required to be submitted in this regard.

However, DDOs who make such payment from HoA of Other Expenses (50-00) with FD's concurrence need not furnish above mentioned particulars.

Annexure: As stated


Joint Secretary (Personnel),
Public Works Department

No. 521-PWD(B)/1(4)-E

Dated: 02.07.2020

Copy forwarded for information:-

1. Financial Advisor, I.F. Branch, PWD, Nabanna.
2. Chief Engineer (HQ), PW Dte., Nabanna.
3. Office Copy.


Joint Secretary (Personnel),
Public Works Department

Enclosure to Order No. 521-PWD(B) dated 02.07.2020

Annexure-X

Name of Office:							
DDO Code:							
Office Phone No.							
Mobile No (Mandatory Field):							
Sl. No.	Name of the Karmabandhu	Date of Birth	Father's Name with Address	Present Place of Engagement	Engagement sanctioning Authority	Date of Engagement	HoA from their Monthly Remuneration Made

[NAME IN CAPITALS]:

Signature (with date):

Divisional Accountant:

[NAME IN CAPITALS]:

Signature (with date):

Drawing & Disbursing Officer:

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**

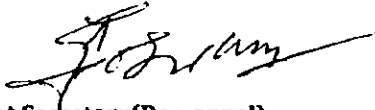
**To: The Drawing & Disbursing Officer(s)
P.W.(Roads) Directorate
Under Public Works Department
Govt. of West Bengal**

**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**.

Encl.: 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