

Government of West Bengal  
Public Works Department  
Establishment Branch

No. 1528 -E/E-III/1B-01/2017

Dated 02/05/2017

From: The Joint Secretary (Personnel), P.W.D.

To: The Office of the C.E. / S.E. / E.E., \_\_\_\_\_

P.W. Directorate / Social Sector, P.W. Directorate

Subject: Ensuring Adequate Allotment to DDOs and Drawal of Bills against allotment

Ref: Finance Deptt., Audit Branch's Memorandum No. 2535-F(Y) Dated 25/04/2017

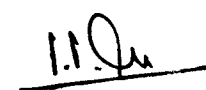
The undersigned is directed to refer to Finance Department's Memorandum as cited under reference above and to request all offices under Public Works Department up to Divisional Level to furnish detailed report on **shortfall of allotment** of fund in terms of various heads of accounts related to Establishment Charges for his office establishment / offices under his control for the first quarter of the current financial year positively by 15<sup>th</sup> May, 2017, so as to streamline the process of allotment during the forthcoming months of the current financial year.

It is also requested to seek for allotment under sub-detailed head "-12-Reimbursement under West Bengal Health Scheme, 2008" on the basis of actual bills submitted and not on pro-rata basis.

Offices, which have received excess allotment in any case, are requested to **surrender the excess fund immediately and latest by 15<sup>th</sup> May, 2017** so that it can be re-allotted to offices, which are running shortfall under different heads.

The reports may please be sent to the email address [wbpwdbudget@gmail.com](mailto:wbpwdbudget@gmail.com).

This may please be treated as MOST URGENT.

✓ 

Joint Secretary,  
Public Works Department

No.1528/1(5)-E

Dated 02/05/2017

Copy forwarded for information and necessary action to the:-

1. A.G. (A&E), West Bengal
2. Accounts Officer, Public Works Department
3. Finance Deptt., Audit Branch
4. Accounts Officer & Ex. Officio Deputy Secretary, Public Works Department
5. P.A. to Jt. Secretary (P), P.W.D. for publishing the same on departmental website for quick circulation.

✓ 

Joint Secretary,  
Public Works Department

Carb  
BB  
2/5/17