



Government of West Bengal
Public Works Department
Khadya Bhavan, Block-A, 4th Floor
11A, Miza Ghalib Street, Kolkata-700087
Landline-033-2209-3674

No.1838-e-File Computer No. 1440750

Dated: 24.06.2026

From: The Joint Secretary (Personnel)
to the Government of West Bengal

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

Subject: Modalities for Allotment of Fund under the various Major Heads viz-**2052, 2059, 3054 & 3451** belonging to the scheme type-**"Administrative Expenditure"** under Demand No.25

Reference: Memo No.003-PWD dated 12.04.2022 , 002-PWD dated 12.04.2022 , 002-PWD dated 05.04.2023

In suppression of all the previous guidelines and order as cited above under reference, the undersigned is directed to state that for smooth and effective disbursement of fund, the Drawing and Disbursing Officers under this department are henceforth required to submit the following documents duly authenticated by them mentioned, particularly against the following Detailed Heads tabulated below while submitting the demand of fund under the Major Heads **2052, 2059, 3054 & 3451** belonging to the scheme-**"Administrative Expenditure"** operated from this end.

Detailed Head	Documents required
"01-07" – Other Allowance	Claim sanction Orders of HTC/LTC/Children Education Allowance/ Newspaper Allowance etc.
"11-00"–Travelling Allowance	TR-21
"13-03" – POL Charges	The following points must be mentioned while placing the demand: ➤ Previous Fund received ➤ Fund utilized till date (time period) ➤ Period of latest demand
"14-00"- Rent, Rates & Taxes	Rent Agreement along with Rent Assessment/Municipal Tax Bills/Water Tax Bills etc.

The Drawing and Disbursing Officers are requested to utilize the fund at the earliest from the date of allotment or else shall be withdrawn as deemed necessary from end of this office.

It is also for kind information to all the Drawing and Disbursing Officers that

- As per the Budget Publication-10 (Appendix-H), *"the detailed head – "77-00" covers expenditure towards procurement of printer cartridge, mouse, keyboard, and other computer peripherals/ consumables, **annual maintenance charges of computers** (including hardware/software), Office Internet Charges bills (provided such connection is taken with approval of Finance Department). However, purchase of Computer, printer, Photocopier/Xerox machine, expenditure for installation of LAN should be booked under **Detailed Head "60"- Other Capital Expenditure**".*
- *The Detailed Head-"60-00" covers expenditure incurred towards "procurement of computers (desktop, laptop), installation of LAN, Server, high valued desktop, printers, scanners, Photo Copier/Xerox Machine*

etc. It also includes all costs which are directly attributable to bringing the asset into working condition such as cost of site preparation and clearance, professional fees (legal, architect fees), delivery and handling costs, installation, if not otherwise provided and/or included in the Detailed Project Report (DPR)."

- The Expenditure related to printing, plotting of graphical work in the Design and Planning Offices must not be incurred from the detailed head-"13-04"

The demand of fund under the Major Heads 2052, 2059, 3054 & 3541 belonging to the scheme type-"Administrative Expenditure" shall be placed in the following Annexures:-

Annexure-I	For requisition of fund under Pay and Allowances, Wages of the Staff of PWD
Annexure-II	For requisition of fund under office expenses viz.- telephone, electricity etc. of various PWD establishments across the state of West Bengal.
Annexure-III	For requisition of fund for payment of part-time karmabandhus sanctioned from Finance Department.
Annexure-IV	For requisition of fund for payment of private security personnel under P.W. (Roads) Dte. sanctioned from Finance Department
Annexure-V	For requisition of fund for payment of non-sanctioned part-time karmabandhus under P.W. Dte. and P.W. (Roads) Dte.

The Drawing and Disbursing Officers are thus, requested to place the demand at the following two email ids':

- wbpwdbudget@gmail.com - for Public Works Directorate
- wbpwrbudget@gmail.com - for Public Works (Roads) Directorate.

Enclosures: As stated above.



Joint Secretary (Personnel)
to the Government of West Bengal

No.1838/1(7)-e-File Computer No. 1440750

Dated:24.06.2026

Copy forwarded for information to:

- 1) The Engineer-in-Chief & Ex-Officio Secretary-I/II, PWD, Nabanna, Howrah.
- 2) The Chief Engineer (H.Q.)-I/II, PWD, Nabanna, Howrah.
- 3) The Joint Secretary, (Roads/P & C/Works), PWD, Nabanna, Howrah.
- 4) The Deputy Secretary, (Personnel), PWD, Khadya Bhavan, Kolkata.
- 5) The Deputy Secretary & DDO, PWD Works Wing, PWD, Khadya Bhavan, Kolkata.
- 6) The Sr. P.S. to the Secretary, PWD, Nabanna, Howrah.
- ✓ 7) Office copy/website upload.



Joint Secretary (Personnel)
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, 4th 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.**

Annexure II

Memo No. _____

Date: _____

To,
The Joint Secretary (Personnel),
Public Works Department, Government of West Bengal
11A, Mirza Ghalib Street, Kolkata – 700087 (Block – A, 4th 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.**

Annexure III

Memo No. _____

Date: _____

To,

The Joint Secretary (Personnel),

Public Works Department

Government of West Bengal

11A, Mirza Ghalib Street, Kolkata - 700087 (Block - A, 4th 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 attachedSignature (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.**

Annexure IV

Memo No. _____

Date: _____

To,
The Joint Secretary (Personnel),
Public Works Department
Government of West Bengal
11A, Mirza Ghalib Street, Kolkata - 700087 (Block - A, 4th 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.**

Annexure - V

Proforma for quarterly demand for funds for payment of remuneration of Part time Karmabandhu(s) under
P.W. Directorate and P.W. (Roads) Directorate

Particulars of the Office	
A. Name of the office	
B. Name of the DDO	
C. Mobile no. of the DDO concerned	
D. DDO code	
E. Concerned treasury	
F. Email id	

Particulars of the NON SANCTIONED part time karmabandhu(s)	
A. No. of sanctioned posts as per Memo No. 5994-PWD-13099/9/2021 dated 13.12.2023	
B. Annexure No. & Serial no. as per Memo No. 5994-PWD-13099/9/2021 dated 13.12.2023	
C. No. of the existing karmabandhu(s)	
D. Monthly remuneration	₹ 3000/- per month
E. Head of account	2059 - 80 - ____ - 00 - ____ - 50 - 00 [for offices under P.W. Directorate] 3054 - ____ - ____ - 00 - 002 - 50 - 00 [for offices under P.W. (Roads) Directorate]
F. Month (from) - (to)	_____ to _____
G. Total demand (on quarterly basis)	= C × D × 3 months = ₹ _____/-

Utilization of fund for the previous quarter	
A. Fund received (in ₹)	
B. Fund utilized (in ₹)	
C. Balance (if any) (in ₹)	
D. Month till which pay disbursed to the staffs	
E. Remarks (if any)	

Enclosures - A copy of Memo No. 5994-PWD-13099/9/2021 dated 13.12.2023 of Joint Secretary PWD (serial no. of the office is highlighted)

Certified that:

- The fund requisitioned under the aforesaid head has been utilized solely for the purpose stated herein above and no deviation of fund of any manner was made.
- No payment of wages of the NON SANCTIONED part time karmabandhu(s) has been made from the detailed head "13-04".

Signature of Divisional Accountant Officer
Stamp & seal

Signature of the Drawing & Disbursing Officer
Stamp and seal