

**Government of West Bengal**  
**Public Works Department**  
**Establishment Branch (CELL - III) KHADYA BHAVAN Block - 'A' : 4<sup>th</sup> Floor**  
**11A, Mirza Ghalib Street, Kolkata - 700 087.**  
Email: [wbpwrdbudget@gmail.com](mailto:wbpwrdbudget@gmail.com)

No. 268 - PW/O/E-III/1B-22/2018

August 16, 2018

From: The Deputy Secretary to the  
Government of West Bengal.

To: All DDOs, (As per enclosed list)

Sub: *Compilation of the exact fund required under the budgetary head "3054-80-001-002-02-00" & "3054-80-001-003-02-00" under various engineering offices of P.W. (Roads) Directorate for the financial year 2018 - 19 - Regarding.*


Apropos of the above captioned subject, the undersigned is directed to intimate him that this Department is sparingly aware of the exact number of contractual / casual / daily rated staff, possessing various nomenclature, who are drawing monthly pay under the detailed head "02-00-Wages". Therefore, this Department often has to encounter problems, where fund cannot be disbursed immediately on receipt of requisition from his end.

In order to smoothen the process of allotment of funds in a more punctual manner, the undersigned is directed to request him to kindly frame a statement of funds required over this financial year i.e. 2018 - 19, so that this Department may envisage the exact amount of funds required under the said head of account.

*In strict observance with the point stipulated by the Finance Department at para xiv in Memo No. 9008-F(P) dated 16.09.2011, he is specifically instructed to enlist only those names, who had obtained the approval of the Principal Secretary of this Department through a Government Order, after exercising necessary checks & balances & ensuring that any ineligible person does not get the benefits of the order.*

Designation of the staff	Monthly remuneration of each staff	Number of staff in the category	Memo No. of the Administrative Department <sup>1</sup>	Remarks, if any, which need to be brought to the notice of this Dept.

The above report should reach this Department in the email id "wbpwrdbudget@gmail.com" within fifteen (15) working days from the receipt of this correspondence through email/post.

  
Deputy Secretary to the  
Government of West Bengal.

<sup>1</sup> He is requested to kindly enclose a copy of Memo of the administrative department i.e. Public Works Department issued with respect to each of the category.