

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: