

Government of West Bengal
Public Works Department
Establishment Branch
KHADYA BHAWAN
11A, Mirza Ghalib Street, Kolkata -87.

No.: 559(300)-E/PW/O/E-14/1B-06/2018

Dated: 20.03.2018

From: The Joint Secretary (Personnel),
Public Works Department,

To:

1. The Chief Engineer, _____ P.W.Dte./ P.W.(Roads)Dte./ P.W.Dte. (Electrical Wing)/ Social Sector, P.W.Dte.
2. The S.G.E./ C.G.A., P.W.Dte.
3. The Superintending Engineer/ Executive Engineer, _____, P.W.Dte./ P.W.(Roads)Dte./ P.W.Dte. (Electrical Wing)/ Social Sector, P.W.Dte.

Sub: Furnishing statement for BE 2018-19, RE 2017-18 and Actual 2016-17 regarding.

Ref.: This office Memo No. _____ dated _____.

Apropos of the above captioned subject and citing a reference to the above correspondence, the undersigned is directed to intimate that allotment of funds to some earmarked heads under major head 2058, 2059, 3054, 3451 under demand No.25 and 2071 under demand No.18 shall be executed from a common platform from the ensuing financial year.

2. Therefore, in order to effectuate such system, a blank statement comprising Actual 2016-17, BE 2017-18, & BE 2018-19 alongwith the demand in the first quarter (Annexure I) is communicated to all concerned DDOs in both the Directorates and they are requested to furnish figures and particulars relating to establishment charges in the enclosed format within 31st March, 2017 positively.

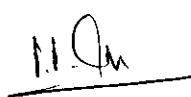
3. The first tranche of funds shall be allotted to the respective DDOs in the percentage as declared by the Finance Department. The subsequent instalments shall be allotted to the DDO's on submission of requisition from their end over the financial year. Each such requisition ought to be accompanied with a Utilization Certificate (UC) for the pre-allotted funds.

4. Demand for funds, beyond the earmarked percentage, over a period need to be supported with proper grounds and justification from his end.

5. The DDOs may minutely note the email address for communication as follows:

For offices under Public Works Directorate	For offices under Public Works (Roads) Directorate
wbpwdbudget@gmail.com	wbpwrdbudget@gmail.com

Enclosures: As stated above (One sheet)


Joint Secretary (Personnel)
Public Works Department.

Proforma for furnishing Budget Particulars for financial year 2018-19.

Name of Office: _____; D.D.O. Code: _____;

Office Phone No.: _____; CUG Mob No.(Optional): _____;

Email I.D. _____;

Major Head: _____; Scheme Head: _____

Detailed/ Sub-Detailed Head	Actual 2016-17	Budget Estimate 2017-18	Budget Estimate 2018-19	Demand for the months from April to July 2018	Remarks (If any)
01-01-Pay					
01-02-DA					
01-03-HRA					
01-04-Adhoc Bonus					
01-05- Interim Relief					
01-07-Other Allowances					
01-10- Overtime Allowances					
01-12-Medical Allowances					
01-14-Grade Pay					
02-00-Wages					
07-00-Medical Re- imbursement					
11-00-Travel Expenses					
12- 00-Medical Re- imbursement under WBHS'08					
13-01-Electricity					
13-02-Telephone					
13-04-Other office Expenses					
14-00-Rates, Rents & Taxes					
26- 00-Advertising & Publicity					
50-00-Other Charges					
78- Outsourcing of security, housekeeping etc.					

- I. Certified that the funds as accounted above are true and best to my knowledge and these have been duly examined and found in order.
- II. Certified that above expenditure has been done in strict observance of all the terms and conditions stated in relevant memo(s) of the Finance Department.
- III. Certified that funds have been utilized for the purpose for which it was requisitioned and deviation of any kind has not occurred.
- IV. Certified that purchase of any kind has been done after obtaining administrative approval of the competent authority as uttered in DFPR 1977 read with Memo no. 4411-F(Y) dated 04.06.2014 of Finance Department.

Signature
of Divisional Accountant

Signature and Seal
of the Drawing & Disbursing Officer