

Government of West Bengal
Public Works Department
Establishment Branch, CELL - III, KHADYABHAVAN Block – 'A' : 4th Floor
11A, Mirza Ghalib Street, Kolkata – 700 087.

No. 648 - PW/O/E-III/1B-18/2019 – R/E

30.06.2020

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

To: All DDOs
[Public Works Directorate / Public Works (Roads) Directorate]

Sub: *Requesting head-wise Utilization Certificate with respect to fund released by this end in 1st quarter of current FY when submitting demand for the second quarter – Regarding.*

Ref: This Department erstwhile No. 787-E dated 07.04.2020 of the Joint Secretary (Personnel), PWD.

All DDOs are hereby instructed to submit details of utilization of fund against that released in the first quarter of Financial Year 2020 – 21 as per format enclosed herewith while submitting head-wise demand for the second quarter.

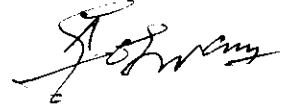
Communications should be made by DDOs via e-mail only to email -IDs specified below:

For DDOs under Public Works Directorate including Social Sector, Electrical wing, Architecture wing etc	For DDOs under Public Works (Roads) Directorate including National Highways, Mechanical, Planning etc.
wbpwdbudget@gmail.com	wbpwrdbudget@gmail.com

Format of no other manner shall be entertained. No hard copy is required.

This should be treated as urgent.

Enclosures: As stated above (One Sheet)




Joint Secretary
Government of West Bengal.

30.06.2020

No. 648/1(06) - PW/O/E-III/1B-18/2019

Copy forwarded for information to: -

1. The Additional Chief Secretary, Public Works Department.
2. The Additional Secretary / Joint Secretary (Roads / P&C / Works), P.W. Department.
3. The Deputy Secretary, Public Works Department.
4. The Assistant Secretary, Public Works Department.
5. The Accounts Officer & DDO, P.W.D./ O.S.D & DDO, P.W.D (Roads Wing) for doing needful.
6. A copy for uploading in the website of Public Works Department.



Joint Secretary
Government of West Bengal

No. 648/2(09) - PW/O/E-III/1B-18/2019

30.06.2020

Copy forwarded for information and necessary action to: -

1. The E-n-C & ex-officio Secretary, P.W.D
2. The Chief Engineer, Head Quarters, P.W. Directorate/ P.W (Roads) Directorate.
3. The S.G.E / C.F.A, P.W. Directorate
4. The Chief Engineer, _____ Zone, P.W. Directorate/ P.W (Roads) Directorate
5. The Superintending Engineer, _____ Circle, P.W. Directorate/ P.W (Roads) Directorate.
6. The Executive Engineer, _____ Division, P.W. Directorate/ P.W (Roads) Directorate.
7. The Executive Engineer, Electrical Wing / Social Sector, Public Works Directorate.
8. Office copy.
9. _____



Joint Secretary
Government of West Bengal

Enclosure to Order No. _____ -PW/0/E-III/1B-18/2019-R/E dated _____

Proforma- P (UC)

Utilisation Certificate (UC) for the fund allotted in the financial year 2020 – 21 and further requisition to the offices under

P W Directorate & P W (Roads) Directorate

Name of Office						
DDO code						
Office Phone no						
Mobile No (Mandatory Field)						
Email Id						
Major Head						
Scheme Head:						
Detailed Head	Sub detailed Head	Actual Expense 2019 - 20 (Rs.)	Allotment received 2020 – 21 (Rs.)	Utilized amount (Rs.) for the first 04 months of 2020 - 21	Further requirement (Rs.)	Notes / Detail
[A]	[B]	[C]	[D]	[E]	[F]	[H]
01	01-Pay					
	02-Dearness Allowance					
	03-HR. Allowance					
	04-Adhoc Bonus					
	07-Other Allowance					
	10-Overtime Allowance					
	11-Compensatory Allowance					
	12-Medical Allowance					
	14-Grade Pay					
02	00-Wages					
	Total Salaried					
07	00-M.R.					
11	00-Travel Expenses					
12	00-MR under WBHS 2008					
13	01-Electricity					
	02-Telephones					
	03-MaintenancePOL					
	04-0.0.Expenses					
14	00-R R & Taxes					
50	00-Other Charges					
78	GO-Outsourcing of Housekeeping, Security, Sweeping					
	Total Non Salaried					
2071-01-800-00-002-12-00						

A separate sheet should be affixed with the UC, identifying the justification behind further need of funds under the detailed head "13-04"

[NAME IN CAPITALS]

Signature (with date)

Divisional Accountant

[NAME IN CAPITALS]

Signature (with date)

Drawing & Disbursing Officer