

Government of West Bengal
Public Works Department
Common Service Branch
Khadya Bhawan, Kolkata-87

No. 710-C.S./ e604041

Date: 22.09.2022

From
Joint Secretary (Personnel),
Public Works Department


To
Chief Engineer.

Public Works Directorate/ Public Works (Roads) Directorate

Sub: Information on Guest Houses or similar accommodation facilities under the administrative control of Public Works Department

In inviting his kind attention to the subject cited above, the undersigned, being the Nodal Officer for monitoring all Inspection Bungalow(s)/ Circuit House(s)/ Guest House(s) under the administrative control of this Department vide Memo No. 6909-PWD dated 19.09.2022, is to request him to kindly submit the details of the Inspection Bungalow(s)/ Circuit House(s)/ Guest House(s)/ Rest Shed(s) under his/ her jurisdiction in the following proforma and send the same to the e-mail id(s): jointsecretarypwd@gmail.com & csbpwd@gmail.com within fifteen(15) working days from the date of issue of this letter.

Sl. No.	Information related to	Details of the information
1.	Name of the Property	
2.	Address of the Property	
3.	Phone No. (Landline)	
4.	Division concerned	
5.	CUG Mobile No. & E-mail id of the Executive Engineer	
6.	Number of Rooms/ Suites	
7.	Category of Room/Suites (AC/Non-AC)	
8.	Tariff of Rooms/Suites	
9.	Amenities in Rooms/ Suites (Kitchen/ TV/ Wifi etc.)	
10.	Size of Room (Single/ Double Bedded etc.)	
11.	Rented out to (Govt. officials/ General Public etc.)	
12.	No. of Caretaking Staff	
13.	Canteen Facility	
14.	Any Proposal for upliftment	
15.	Condition of Bungalows	
16.	Conference Hall Facility with seating capacity	
17.	Meeting Room Facility	
18.	Miscellaneous Information	


Joint Secretary to the Govt. of West Bengal
Public Works Department

No. 710/1(2)-C.S.

Date: 22.09.2022

Copy forwarded for kind information to the:

1. Sr. P.A. to the Secretary, Public Works Department, Nabanna.
2. Engineer-in-Chief & E.O. Secretary, Public Works Department, Nabanna.



Deputy Secretary to the Govt. of West Bengal
Public Works Department

o/c