

Government of West Bengal
Public Works Department
Establishment Branch
KhaddyaBhawan,
11A, MirzaGalibh Street,
Kolkata 700087

No. 796-E

Dated: 04.06.2020

From: Joint Secretary (Personnel),
Public Works Department,
Government of West Bengal

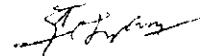
To:
The DDO, P. W. Dte. / P.W. (Rds) Dte.,
Under Public Works Department,
Government of West Bengal

Sub: Instruction to DDOs under PWD regarding submission of demand for administrative expenditures namely Travelling Allowances (11-00) and Other Expenses (01-07)

Ref: Major Head involved 2059 and 3054

It has come to the notice of appropriate authority that fund released by this end for the FY2019-20 for payment of Travailing allowances (11-00) and Other expenses (01-07) bill(s) have been lapsed unutilized by some DDOs, whereas for many offices under PWD, budget provisions under above noted HOAs were not adequate with respect to annual expenditure.

To ensure proper utilization of funds under the aforesaid HOAs for the FY 2020-21, all DDOs are hereby instructed to carry out necessary verification of all pending bills of their respective offices, on case to case basis, and submit a certificate bearing the statement "**demand under the two HOAs is prepared after verifying all pending bills in my office**" along with demand under said two HOAs, within the next fortnight.



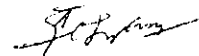
Joint Secretary (Personnel),
Public Works Department

No. 796/1(4)-E

Dated: 04.06.2020

Copy forwarded for information:-

1. Financial Advisor, I.F. Branch, PWD, Nabanna.
2. Chief Engineer (HQ), PW Dte, Nabanna.
3. Chief Engineer (HQ), PW (Rds) Dte, Nabanna.
4. Office Copy.



Joint Secretary (Personnel),
Public Works Department