

Government of West Bengal
Public Works Department (Roads Wing)
Planning Branch
Nabanna, Howrah

No. 1M-03/16/34-R/PL

Dated: 10.02.2026

Standard Operating Procedure (SOP) regarding execution of different works by HRBC under Public Works Department

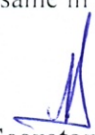
After elaborated discussion in a meeting regarding execution of different works under taken by HRBC under the administrative control of Public Works Department, this Department has formulated the following Standard Operating Procedure (SOP):-

1. Extra budgetary provision for HRBC works will be sought from Finance Department in favour of Public Works Department.
2. Proposal for creating a dedicated Head of A/C will be placed for works of HRBC under guidance of F.A set up of PWD. For the time being, allotment of fund will be done through existing head of A/C of Public Works Department by allotting fund to City Division, P.W. Directorate under Kolkata PAO-2.
3. P.W. Directorate is assigned to deal the file on the financial matter of HRBC while placing to Finance Department through Public Works Department.
4. P.W. Directorate will process the estimates for issuance of AA & FS in respect to HRBC's projects / schemes. HRBC will place the vetted & technically sanctioned estimates (for repair and rehabilitation type estimates) of proposed schemes / projects to the Chief Engineer-I (HQ) of Public Works Directorate for the said purpose. HRBC will place the vetted estimates (for original nature of works) of proposed schemes / projects to the Chief Engineer Planning South Zone Public Works (Roads) Directorate for technical sanction who in turn after necessary checking shall forward the estimate to the Chief Engineer-I (HQ) of Public Works Directorate for further processing for AA&FS.
5. HRBC will follow the existing norms of tendering process & execution of works. Responsive tenders may be accepted by the appropriate authority of HRBC following GO No- 2320-F(Y) dated 03.06.2022. Tenders (responsive & non responsive) required to be accepted by the Finance Department following the said GO, shall be placed before the departmental tender committee for necessary scrutiny and recommendation.
6. HRBC engineers will be responsible for overall supervision of their all kinds of works and concerned engineer officers of Chief Engineers-I (HQ) of Public Works Directorate in terms of the order of PWD vide No. 2781-E/PW/E-I/2M-16/2021 dated 09.09.2025 and corrigendum No. 3007/PW/O/E-I/2M-16/2021 dated 08.10.2025 (CP 1 to 3) will monitor the respective works of HRBC.
7. HRBC will follow the relevant provisions of West Bengal Financial Rules with all its addition and alternations in organizing their financial activities.

This order will not be applicable for on-going works. On-going works will be guided by the existing /prevailing norms/ guidelines of HRBC till completion of the same in all respect.

This order will take immediate effect.

All concerned are being informed.


Secretary
Public Works Department

No. 1M-03/16/34 /1(11) -R/PL

Dated: 10.02.2026

Copy forwarded for kind information to the :-

1. Secretary, Transport Department
2. Secretary, HRBC
3. Engineer-in-Chief I & Ex-Officio Secretary, Public Works Department
4. Chief Engineer – I (Head Quarter), Public Works (Roads) Directorate/ Public Works Directorate
5. Chief Engineer – II (Head Quarter), Public Works (Roads) Directorate/ Public Works Directorate
6. Chief Engineer - I, South Zone, Public Works (Roads) Directorate/ Public Works Directorate
7. Chief Project Manager, HRBC
8. Project Manager(QC), HRBC



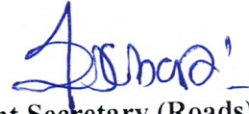
**Joint Secretary (Roads)
Public Works Department**

No. 1M-03/16/34/2(2) -R/PL

Dated: 10.02.2026

Copy forwarded for kind information to the :-

1. Senior PS to Hon'ble MIC, Public Works Department
2. Senior PS to Secretary, Public Works Department



**Joint Secretary (Roads)
Public Works Department**