

**GOVERNMENT OF WEST BENGAL**  
**PUBLIC WORKS DEPARTMENT (ROADS WING)**  
**ESTABLISHMENT BRANCH**  
**"KHADYA BHABAN"**  
**BLOCK-A : 2<sup>ND</sup> FLOOR**  
**11A, MIRZA GALIB STREET, KOLKATA – 700 087**  
**Email : wbpwrdbudget@gmail.com**

**NO.:** PR/N/E/1B-01/2016(Part I)/2005(7)-R/E.

**Dated** Kolkata, the 27<sup>th</sup> December, 2016.

**From :** The Deputy Secretary  
**to the Government of West Bengal.**

**To :** 1) The Chief Engineer, Head Quarters, Public works (Roads) Directorate.  
2) The Chief Engineer, South Zone, Public works (Roads) Directorate.  
3) The Chief Engineer, North Zone, Public works (Roads) Directorate.  
4) The Chief Engineer, West Zone, Public works (Roads) Directorate.  
5) The Chief Engineer, RBRI, Public works (Roads) Directorate.  
6) The Chief Engineer, Planning, Public works (Roads) Directorate.  
7) The Chief Engineer, National Highway, Public works (Roads) Directorate.

**Sub :** Preparation statement in support of claim(s) against head of account "12-Medical Reimbursement under WBHS '08" against major head 3054-Justification Regarding.

**Ref :** Memo No. 3533-F(Y), dated 04/07/2016 pertaining to the Finance Department, Audit Branch, Government of West Bengal.

In connection with the aforementioned subject and citing a reference to the above memo of finance Department, the undersigned is directed to state that the Public Works Department (Roads Wing) is entrusted with the chore of allotment of fund to the Engineering Offices under the purview of Public Works (Roads) Directorate from time to time throughout the financial year.

2. However, over the years, this Department has profoundly felt the necessity of adequate funds in the head of account "3054-80-001-NP-002-12-Medical Reimbursement under WBHS '08" & "3054-80-001-NP-003-12-Medical Reimbursement under WBHS '08" (both) under Demand No. 25, which often goes deficient within the passage of seven to eight months of the financial year.

3. Therefore, this Department has decided over the compilation of a database comprising the number of Medical bills received by each office and the amount of funds required to meet up the bills alongwith proper justification behind them.

4. So, the undersigned is directed to request him to kindly convey the filled-up format of Annexure M (attached herewith) to this Department at the e-mail address wbpwrdbudget@gmail.com alongwith a copy to the Joint Secretary (Admin), Public Works Department for his kind perusal.

5. The above information needs to be received by this office through e-mail or otherwise within the 31<sup>st</sup> day of December, 2016, in order to examine the report from this end.

6. This may kindly be treated as PRIORITY.

**Enclosures : As stated above (One sheet).**

**Sd/-**  
**DEPUTY SECRETARY**  
**to the Government of West Bengal**

**NO.: 2005/1(5)-R/E.**

**Dated Kolkata, the 27<sup>th</sup> December, 2016.**

Copy forwarded for kind information to :-

- 1) The Financial Advisor, Integrated Finance Branch, Public Works Department.
- 2) The Senior P.S. to the Principal Secretary, Public Works Department.
- 3) The P.A. to the Joint Secretary (Admin), Public Works Department.
- 4) Office copy.
- 5) \_\_\_\_\_

**Sd/-**

**O.S.D. & EX-OFFICIO ASSISTANT SECRETARY**  
**to the Government of West Bengal**

**NO.: 2005/2(80)-R/E.**

**Dated Kolkata, the 27<sup>th</sup> December, 2016.**

Copy forwarded for information & necessary action to :-

- 1) The Assistant Chief Engineer (Monitoring) / (Planning), \_\_\_\_\_ Zone,  
Public Works (Roads) Directorate.  
- with the request to take needed measures.
- 2) The Superintending Engineer, \_\_\_\_\_  
Public Works (Roads) Directorate.  
- to furnish the information from their end.
- 3) The Executive Engineer, \_\_\_\_\_  
Public Works (Roads) Directorate.  
- to furnish the information from their end.
- 4) The Executive Engineer, IT Division;  
Public Works (Roads) Directorate.  
- with the request to bring out the order in the P.W.D. website.
- 5) \_\_\_\_\_

**Acharya**

**O.S.D. & EX-OFFICIO ASSISTANT SECRETARY**  
**to the Government of West Bengal**

**Annexure – M**  
**[Claim(s) and Bill(s) against 12 – Medical Reimbursement under WBHS 2008]**

1. Name of the Drawing & Disbursing Officer (in block letter): \_\_\_\_\_
2. Personnel contact number (CUG mobile): \_\_\_\_\_
3. DDO code: \_\_\_\_\_
4. Name of Divisional Accountant (in block letters): \_\_\_\_\_

**For the first four months of the current financial year**

5. No. of bills generated against the Head of Account: \_\_\_\_\_

Amount of Bill(s)	Issued against: Name of Staff, Designation
I.	I.
II.	II.
III.	III.

6. Total Amount spent in the period: \_\_\_\_\_ (in number & words).
7. Justification behind the expenditure: \_\_\_\_\_  
\_\_\_\_\_

**For the Second Five months of the current financial year**

8. No. of bills generated against the Head of Account: \_\_\_\_\_

Amount of Bill(s)	Issued against: Name of Staff, Designation
I.	I.
II.	II.
III.	III.

9. Total Amount spent in the period: \_\_\_\_\_ (in number & words).
10. Justification behind the expenditure: \_\_\_\_\_  
\_\_\_\_\_

**For the Third Three months of the current financial year**

11. No. of bills generated against the Head of Account: \_\_\_\_\_

Amount of Bill(s)	Issued against: Name of Staff, Designation
I.	I.
II.	II.
III.	III.

12. Total Amount required for the period: \_\_\_\_\_ (in number & words).
13. Justification behind the expenditure: \_\_\_\_\_  
\_\_\_\_\_

14. Grand Total in the current financial year (6 + 9 + 12): \_\_\_\_\_ /-

15. Grand Total in the previous financial year: \_\_\_\_\_ /-

\_\_\_\_\_  
Signature of Divisional Accountant

\_\_\_\_\_  
Signature of DDO