

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

No. 003 - PW/O/E-III/1B-18/2019 - R/E

April 12, 2022

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

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

Sub: *Communication of profoma(s)* - Regarding.

Ref: This Department erstwhile No. 89-E/PW/O/E-III/1B-19/2019 dated 19.06.2019 of the Joint Secretary (Personnel), PWD, & Memo NO. 002-PWD dated 12.04.2022 of the Joint Secretary, PWD

In citing a reference to the above caption subject the undersigned hereby brings to the notice of every DDO under the aegis of Public Works Department the following proforma(s).

Annexure I	Requisition for funds under the Salaried h/as
Annexure II	Requisition for funds under the Non Salaried h/as
Annexure III	Requisition for funds for sanctioned part time karmabandhu(s) under P.W. (Roads) Directorate

2. The associated major heads respectively are 2059, 3054, under the demand no. 25 and Demand code: PD and major head 2071 under demand no. 18.

3. The DDOs are requested to consider the provisions contained in the Memo No. 002-PWD dated 12.04.2022 of the undersigned in this respect.

4. Now, the DDOs are directed to send a copy of the filled-up format of above proforma (as enclosed) for necessary action from this end. In case of demand, under any single budgetary head, the above annexure may be used.

5. The DDOs are hereby directed to send all their demands in following official mails with a copy to mail of the undersigned. No offline requisition for fund shall be entertained any further.

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
jointsecretarypwd@gmail.com	

Enclosures: As stated above (Three Sheets)

  
Joint Secretary  
Government of West Bengal.

No. 003/1(06) - PW/O/E-III/1B-18/2019

April 12, 2022

Copy forwarded for information to: -

1. The Principal Secretary, Public Works Department.
2. The 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).
6. A copy for uploading in the website of Public Works Department.

  
Joint Secretary  
Government of West Bengal

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

## DEMAND FOR FUND FOR THE OFFICES UNDER PUBLIC WORKS DEPARTMENT

Name of Office	
DDO code	
Contact number:	
Mobile No. (COMPULSORY)	
E-mail id	
Financial Year	
Memo No. & Date (Previous)	

Major Head	Minor Head	Scheme Head	Detailed head	Sub detailed head	Fund received (₹)	Fund utilized (₹)	Fund demanded Current F.Y (₹)	Arrear claims (₹)	Remarks
2059 / 3054 (Write only one which applies)	001 / 002 / 053 (Write only one which applies)	001 / 002 / 003 / 004 / 005 (Write only one which applies)	01	01-					
				02-					
				03-					
				04-					
				05-					
				07-					
				12-					
				14-					
			02	00-					

Certified that:

1. Funds, as detailed above, are truly required against standing bills to be utilized within two months.
2. The expenses (as above) have been done in strict observance of the rules and regulations contained in extant orders of Government of West Bengal.
3. Funds are requisitioned in complete knowledge of the T&C in Notification No. 002-PWD dated 12.04.2022
4. Administrative approval of the competent authority, as entailed in DFPR 1977 read with Memo No. 4411-F(Y) dated 04.06.2014 of Finance Department, had been obtained before procurement of Goods & Services was made.

[NAME IN CAPITALS]

Signature (with date)  
Divisional Accountant

[NAME IN CAPITALS]

Signature (with date)  
Drawing & Disbursing Officer

**DEMAND FOR FUND FOR NON SALARIED H/AS FOR THE OFFICES UNDER  
PUBLIC WORKS DEPARTMENT**

Name of Office	
DDO code	
Contact number:	
Mobile No. (COMPULSORY)	
E-mail id	
Financial Year	
Memo No. & Date (Previous requisition)	

Major Head	Minor Head	Scheme Head	Detailed head	Sub detailed head	Fund received (₹)	Fund utilized (₹)	Fund demanded Current F.Y (₹)	Arrear claims (₹)	Remarks	
2059 / 3054 (Write only one which applies)	001 / 002 / 053 (Write only one which applies)	001 / 002 / 003 / 004 / 005 (Write only one which applies)	07	00-						
			11	00-						
			12	00-						
			13	01-						
				02-						
				03-						
				04-						
			14	00-						
50	00-									
78	00-									
2071		01-800-00-002-12-00								

Certified that:

1. Funds, as detailed above, are truly required against standing bills to be utilized within two months.
2. The expenses (as above) have been done in strict observance of the rules and regulations contained in extant orders of Government of West Bengal.
3. Funds are requisitioned in complete knowledge of the T&C in Notification No. 002-PWD dated 12.04.2022
4. Administrative approval of the competent authority, as entailed in DFPR 1977 read with Memo No. 4411-F(Y) dated 04.06.2014 of Finance Department, had been obtained before procurement of Goods & Services was made.

[NAME IN CAPITALS]

Signature (with date) Divisional Accountant

[NAME IN CAPITALS]

Signature (with date)  
Drawing & Disbursing Officer

Proforma regarding the particulars of the Part time Karmabandhu(s) working under various offices and sub-offices under the Public Works (Roads) Directorate:

Particulars of the Drawing & Disbursing Officer	
1. Name of the office:	
2. Address of communication with contact number:	
3. DDO code	
4. Number of sanctioned part time karmabandhu(s)	
5. Financial Year	
6. Related Memo of P.W.D for engagement:	Memo No. 259 dated 15.09.2021

Particulars of the Part time Karmabandhu(s)				
Name of the karmabandhu	Employee code [HRMS]	Name of the office	Date of engagement	Serial No. of the Karmabandhu in Memo No. 259 dated 15.09.2021
I.				
II.				
III.				
IV.				
V.				

Fund requirement	
A. Previous head of account under which wages paid:	25-3054-80-001-00-003-02-00
B. Month till which wages paid from above head:	
C. Monthly remuneration:	
D. Period for requisition:	
E. Funds required for the period:	

Signature & Seal  
Divisional Accounts Officer/Accounts Officer

Drawing & Disbursing officer