

Government of West Bengal
Public Works Department
Establishment Branch
Khadya Bhawan
11A, Miraza Ghalib Street, Kolkata- 87

No: 787-E

Date: 07.04.2020

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

To: The all DDOs
Public Works Directorate / Public Works (Roads) Directorate

Sub: Preparation of Budget Estimate for the financial year 2020-2021 and allotment of fund thereon-regarding.

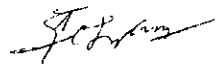
In continuation to this Department's memo, as indicated at above reference, the undersigned is directed to communicate a copy of the format to be furnished by various DDO's under the auspices of Public Works Department for requisition of funds for the financial year 2020-2021.

2. The associated major heads respectively are 2052, 2059, 3054 and 3451 under the demand no. 25 and Demand code: PD and major head 2071 under demand no. 18.
3. Funds shall be allocated under the respective heads from time to time, according to funds utilized by the DDOs in the preceding years.
4. Now, the DDOs are directed to send a copy of the filled up format of such proforma (as enclosed) by data as reflected in the pay/non-pay bills. The DDOs may indicate any inconsistencies under the column "Remarks" of the said proforma, which need to be brought to the notice of this Department, to smoothen the process of allotment of fund.
5. The e-mail id correspondence is as follows:

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

This may kindly be considered URGENT.

Encl: As stated above.

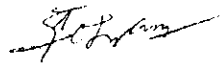

Joint Secretary (Personnel) PWD

No. 787/1 (20)-E

Dated: 07.04.2020

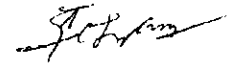
Copy forwarded for information to :-

1. The Principal Secretary, PWD
2. The Addl. Secretary/Joint Secretary (Roads / P & C) / Works), PW Department.
3. Deputy Secretary, PWD
4. Assistant Secretary, PWD
5. The Accounts Officer & DDO, PWD/OSD & DDO, PWD (Roads) for doing needful.


Joint Secretary (Personnel) PWD

Copy forwarded for information and necessary action to :-

1. The E-in-C & EO Secretary, PWD.
2. The Chief Engineer, HQ, PW Dte / PW (Roads) Dte.
3. The SGE / CFA, PW Dte.
4. The Chief Engineer, _____ Zone, PW Dte./PW (R) Dte./Social Sector/Electrical Wing.
5. The Superintending Engineer, _____ Circle, PW Dte./PW (R) Dte./Social Sector/Electrical Wing.
6. The Executive Engineer, _____ Division, PW Dte./PW (R) Dte./Social Sector/Electrical Wing.
7. Office Copy.



Joint Secretary (Personnel) PWD

Proforma - N

Proforma of demand for the first quarter in the financial year 2020 - 2021 to the offices under P.W.Directorates & P.W
(Roads) Directorate

Name of Office							
DDO code (Mandatory Field)							
Office Phone No.							
Mobile No. (Mandatory Field)							
Email id (Mandatory Field)							
Major Head: (Mandatory Field)							
Scheme Head:							
Detailed Head	Sub detailed Head	Actual Expense 2019-20 (Rs.)	Allotment Received 2019-20 (Rs.)	Arrear amount 2019-20 (Rs.)	Proposed Expenditure for April 2020 (Rs.)	Proposed Expenditure for 1st Quarter 2020 (Rs.)	Notes / Detail
01	01-Pay						
	02-Dearness Allowance						
	03-H.R. Allowance						
	04-Adhoc Bonus						
	07-Other Allowance						
	10-Overtime Allowance						
	11-Hill Allowance						
	12-Medical Allowance						
	14-Grade Pay						
02	00-Wages						
Total Salaried							
07	00-M.R.						
11	00-Travel Expenses						
12	00-M.R under WBHS 2008						
13	01-Electricity						
	02-Telephones						
	03-Maintenance/POL						
	04-O.O.Expenses						
14	00-R.R & Taxes						
50	00-Other Charges						
78	00-Outsourcing of Housekeeping, Security, Sweeping						
Total Non Salaried							
2071-01-800-00-002-12-00							

I certify that:

1. Funds, as detailed above, are true and best to my knowledge and these have been duly examined and found in order.
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