

Government of West Bengal
Public Works Department
Establishment Branch KHADYA BHAVAN Block – 'A' : 4th Floor
11A, Mirza Ghalib Street, Kolkata – 700 087.
Email: wbpwrdbudget@gmail.com

No. 902 - PWD/13099/40/2020 (Computer NO. 320366)

February 21, 2024

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

To: The Drawing & Disbursing Officer(s),
All concerned,
Public Works Directorate / Public Works (Roads) Directorate.

Sub: Proforma for requisition of fund for payment of wages of Non Approved Part time sweepers
(Annexure V) – Regarding.

Ref: This Department's Memo No. 5994 - PWD/13099/99/2021 dated 13.12.2023


In inviting a reference to the above captioned subject and drawing his attention to the above referral, the undersigned is directed to inform him that from henceforth all wages of part time karmabandhu(s) be made from the detailed head "50-00" under the respective minor head (as applicable).

So, the undersigned is directed to communicate a copy of the proforma (Annexure V) for demanding funds under the detailed head "50-00" purported for payment of wages of non approved part time sweepers, as mentioned in the list attached with the above referred letter.

The undersigned is also directed to request him to clearly mention the appropriate head of account, by filling up each entry in the proforma, so that the due allotment may be made at the earliest.

The copy of the demand be posted in the email id(s):

- 1) For offices under P. W Directorate → wbpwdbudget@gmail.com
- 2) For offices under P.W. (Roads) Directorate → wbpwrdbudget@gmail.com


Deputy Secretary to the
Government of West Bengal.

No. 902/1(4)- PWD/13099/40/2020 (Computer NO. 320366)

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Copy forwarded for information to: -

1. The Joint Secretary, Public Works Department.
2. The Chief Engineer, Head Quarters, P. W Directorate / P.W. (Roads) Directorate.
3. The Superintending Engineer, _____ Circle, P. W Directorate P.W. (Roads) Directorate.
4. Office copy /A copy for the guard file.


Assistant Secretary to the
Government of West Bengal

Proforma for quarterly demand for funds for payment of remuneration of Part time Karmabandhu(s) under
P.W. Directorate and P.W. (Roads) Directorate

Particulars of the Office	
A. Name of the office	
B. Name of the DDO	
C. Mobile no. of the DDO concerned	
D. DDO code	
E. Concerned treasury	
F. Email id	

Particulars of the NON SANCTIONED part time karmabandhu(s)	
A. No. of sanctioned posts as per Memo No. 5994-PWD-13099/9/2021 dated 13.12.2023	
B. Annexure No.& Serial no. as per Memo No. 5994-PWD-13099/9/2021 dated 13.12.2023	
C. No. of the existing karmabandhu(s)	
D. Monthly remuneration	₹ 3000/- per month
E. Head of account	2059 - 80 - ____ - 00 - ____ - 50 - 00 [for offices under P.W. Directorate] 3054 - ____ - ____ - 00 - 002 - 50 - 00 [for offices under P.W. (Roads) Directorate]
F. Month (from) - (to)	_____ to _____
G. Total demand (on quarterly basis)	= C × D × 3 months = ₹ _____/-

Utilization of fund for the previous quarter	
A. Fund received (in ₹)	
B. Fund utilized (in ₹)	
C. Balance (if any) (in ₹)	
D. Month till which pay disbursed to the staffs	
E. Remarks (if any)	

Enclosures – A copy of Memo No. 5994-PWD-13099/9/2021 dated 13.12.2023 of Joint Secretary PWD (serial no. of the office is highlighted)

Certified that:

- The fund requisitioned under the aforesaid head has been utilized solely for the purpose stated herein above and no deviation of fund of any manner was made.
- No payment of wages of the NON SANCTIONED part time karmabandhu(s) has been made from the detailed head "13-04".

Signature of Divisional Accountant Officer
Stamp & seal

Signature of the Drawing & Disbursing Officer
Stamp and seal