

**Government of West Bengal**  
Public Works Department  
Establishment Branch

No. 2645 -E//E-I/2M-16/2005

Date: 25.08.2014

**MEMORANDUM**

The organizational set up of P.W.D., has since been restructured and reorganized vide this department's Notification Nos. 66, 67, 69 & 70 dated 04.03.2014, the Governor is pleased in the interest of public service to modify Para 11 (iv) of this department's Memorandum No. 2627-E dt. 27.11.2013, in so far it relates to the procedure of preparation of APRs in respect of officers of the Architect Wing under P.W.D., in the manner as detailed below and until further orders.

The Reporting Officer and the Countersigning/Reviewing Officer, involved in the procedure of preparation of APR of the Officers: -

i) West Bengal General Service (Architect Wing)

<b>The Officer reported upon</b>	<b>Reporting Officer</b>	<b>Countersigning Officer</b>	<b>Accepting Authority</b>
Chief Govt. Architect & Ex-officio C.E.	E-in-C & E.O. Secy., P.W.D.	Principal Secretary / Secretary.	Minister-in-Charge, P.W.D.
Assistant Chief Govt. Architect (Superintending Architect posted in the Office of CGA)	Chief Govt. Architect.	E-in-C & E.O. Secy., P.W.D.	Principal Secretary/ Secretary, P.W.D.
Superintending Architect posted in the Office of the respective Chief Engineer	Zonal Chief Engineer.	Chief Govt. Architect	-Do-
Architect posted in the Office of CGA	Assistant Chief Govt. Architect (Superintending Architect posted in the Office of CGA)	-Do-	-Do-
Architect posted in the Office of the respective Chief Engineer	Superintending Architect	Zonal Chief Engineer	-Do-
Assistant Architect posted in the Office of CGA	Architect	Assistant Chief Govt. Architect (Superintending Architect posted in the Office of CGA)	Chief Govt. Architect
Assistant Architect posted in the Office of the respective Chief Engineer	-Do-	Superintending Architect	Zonal Chief Engineer
Architectural Assistant posted in the Office of CGA	-Do-	Assistant Chief Govt. Architect (Superintending Architect posted in the Office of CGA)	Chief Govt. Architect
Architectural Assistant posted in the Office of the respective Chief Engineer	-Do-	Superintending Architect	Zonal Chief Engineer

APR should be initiated and submitted to the Reporting Officer within 1<sup>st</sup> week of April of the next financial year.

The filled-in APR shall be submitted by an Officer to the concerned Reporting Officer under whom he is/was attached to on the day of 31<sup>st</sup> March of that financial year.

By the order of the Governor

Sd/-  
Principal Secretary to the  
Government of West Bengal  
Public Works Department

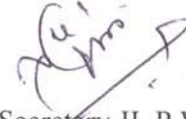
No. 2645/1(100)-E

Date: 25.08.2014

Copy forwarded for information and necessary action to:-

1. The O.S.D. to M.I.C., P.W.D.
2. The Principal Secy., P & AR Deptt.
3. The Principal Secy., Finance Deptt.
4. The Principal Secy., P.W.D.
5. The Chairman, Public Service Commission, West Bengal.
6. The Secretary, Public Service Commission, West Bengal.
7. The Secretary, Housing Deptt.
8. The E-in-C & E.O.Secy., P.W.D.
9. The Chief Engineer, \_\_\_\_\_ Dte.
10. The Chief Engineer(Electrical) - I/II, P.W. Dte.
11. The C.G.A. & E.O. Chief Engineer, P.W.Dte.
12. The Superintending Architect, \_\_\_\_\_.
13. The Assistant Chief Engineer/Superintending Engineer, \_\_\_\_\_.
14. The Architect \_\_\_\_\_.
15. The \_\_\_\_\_ Department.
16. The Joint Secretary, P.W.D./P.W.D., Roads Wing.
17. The Departmental Promotion Committee, P.W.D.
18. HRBC/HIDCO/KMC/Wakf Board.
19. The E.E., IT Cell, P.W.Dte. for immediate uploading.
20. The Guard File.
21. \_\_\_\_\_.

This may be intimated by the respective offices to all concerned, as and where applicable.



Deputy Secretary-II, P.W.D.