

Government of West Bengal
Public Works Department
Establishment Branch

No.2647-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, 68, 69 & 70 dated 04.03.2014, the Governor is pleased in the interest of public service to modify Para 11(i, ii, iii & v) 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 Engineer officers (Electrical) 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 Senior Service of Engineers (Electrical)

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Chief Engineer	E-in-C & E.O. Secy., P.W.D.	Principal Secretary /Secretary, P.W.D.	Minister-in- Charge, P.W.D.
Additional Chief Engineer posted in the office of the Zonal C.E. (till abolition of the post)	Concerned Zonal Chief, Engineer	Chief Engineer, Electrical, P.W.D.	Principal Secretary / Secretary, P.W.D.
Assistant Chief Engineer posted in the Office of the Zonal C.E.	-Do-	-Do-	-Do-
Assistant Chief Engineer (Superintending Engineer posted in the directorate Office)	Chief Engineer, Electrical, P.W.D.	Not required	-Do-
Superintending Engineer posted in the Circle Office	Concerned Zonal Chief, Engineer	Chief Engineer, Electrical, P.W.D.	-Do-
Superintending Engineer posted in the Circle Office which is directly under C.E. (Elec.) , P.W.Dte.	Chief Engineer, Electrical, P.W.D.	Not required	-Do-
Executive Engineer posted in the Division Office	Superintending Engineer of the Circle Office	Chief Engineer, Electrical, P.W.D.	Principal Secretary / Secretary, P.W.D.
Executive Engineer posted in the Circle Office	-Do-	-Do-	-Do-
Executive Engineer posted in the Office of the Zonal C.E.	Assistant Chief Engineer /Addl. C.E.(till abolition of the post)of the Zonal Office.	-Do-	-Do-
Executive Engineer posted in the directorate.	Assistant Chief Engineer of the Head Quarters.	-Do-	-Do-

ii) West Bengal Service of Engineers (Electrical)

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Assistant Engineer posted in the Sub Division Office	Executive Engineer of the Division Office	Superintending Engineer of the Circle Office	E-in-C & E.O. Secy., P.W.D.
Assistant Engineer posted in the Division Office	-Do-	-Do-	-Do-
Assistant Engineer posted in the Circle Office	Superintending Engineer	Zonal Chief Engineer / C.E. (Elec.) P.W.Dte. as the case may be	-Do-
Assistant Engineer posted in the Office of the Zonal C.E.	Executive Engineer of the office of the Zonal C.E.	Zonal Chief Engineer	-Do-
Assistant Engineer posted in the directorate.	Executive Engineer of the office of the C.E., Head Quarters	Assistant Chief Engineer (Elec.) of the Head Quarters.	-Do-

iii) West Bengal Sub-Ordinate Service of Engineers (Electrical)

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Sub- Assistant Engineer posted in the Sub Division Office	Assistant Engineer of the Sub-Division Office	Executive Engineer of the Division Office	Zonal Chief Engineer.
Sub- Assistant Engineer posted in the Division Office	Executive Engineer of the Division Office	Superintending Engineer of the Circle Office	Zonal Chief Engineer / Chief Engineer Head Quarters as the case may be.
Sub- Assistant Engineer posted in the Circle Office	Superintending Engineer of the Circle Office	Not required.	Zonal Chief Engineer / Chief Engineer Head Quarters as the case may be
Sub- Assistant Engineer posted in the Office of the C.E.	Executive Engineer of the Office of the C.E.	Assistant Chief Engineer of the Zonal Office or Head Quarters, as the case may be.	Zonal Chief Engineer / Chief Engineer Head Quarters as the case may be.

iv) For officers posted in the set up of P.W.Dte.(Electrical) in Medical Colleges and Hospitals.

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Superintending Engineer	E-in-C & E.O. Secy., P.W.D.	Principal Secy., Health & Family Welfare Deptt.	Principal Secretary/ Secretary, P.W.D.
Executive Engineer, North/South/Central Kolkata Health Divn.	Superintending Engineer, P.W.(Electrical) Health Circle	Principal Secy., Health & Family Welfare Deptt.	-Do-
Assistant Engineer in the charge of Electrical Sub-Divn. dedicated for Medical Colleges.	Medical Superintendent- cum-Vice Principal of the concerned Medical College & Hospitals.	Concerned Superintending Engineer (Elec.)	Chief Engineer (Elec.)-I
Assistant Engineer in the charge of other Electrical Sub- Divn. under Health Divn.	Concerned Executive Engineer (Elec.)	Concerned Superintending Engineer (Elec.)	-Do-

APR should be initiated and submitted to the Reporting Officer within 1st 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 31st March of that financial year.

By the order of the Governor

Sd/-

Principal Secretary to the
Government of West Bengal,
Public Works Department

Date: 25.08.2014

No.2647/1(100)-E

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. / Health & Family Welfare Deptt.
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.