

Government of West Bengal
Public Works Department
Works Branch
Nabanna, Howrah

No.474-W(C)/1M-343/16

Date: 07.09.2016

MEMORANDUM

Sub: Formats of Certificates to be issued after completion of original works by different level Engineer Officers of PWD before release of payments.

It has been observed that in some cases, the quality / finishing of some of the works undertaken by PWD is not found upto the mark due to certain lacunae in proper planning, designing and monitoring by different levels.

After careful consideration of the above matter, the undersigned is directed by order of the Governor to say that the Governor has been pleased to prescribe the following formats of certificates to be given after completion of original works by different level Engineer Officers of PWD before release of payments:-

- i) Certificates at Annexure A, Annexure B and Annexure C to be duly certified respectively by the Junior Engineer, Assistant Engineer and Executive Engineer concerned after completion of the original work upto the amount for which the Executive Engineer is empowered for technical sanction of the estimate (At present value of work is upto Rs.45.00 lakh); and
- ii) Certificates at Annexure A, Annexure B, Annexure D and Annexure E to be duly certified respectively by the Junior Engineer, Assistant Engineer, Executive Engineer and Superintending Engineer concerned after completion of the original work beyond the amount for which the Executive Engineer is empowered for technical sanction of the estimate (At present value of work is above Rs.45.00 lakh).

The Superintending Engineer concerned may issue the above certificate on the basis of his previous inspections before the completion of the project

In addition to adherence to aforesaid guidelines, the Engineer Officers of Social Sector, PWD shall also ensure the following:-

- a) Design/plan should be approved by the Department concerned; and
- b) After completion of the work, a **Satisfactory Certificate** is obtained from the Department concerned before release of payment.

Necessary formats of certificates for the Engineer Officers of Social Sector, PWD are enclosed and marked as Annexure A, Annexure B, Annexure F, Annexure G and Annexure H for different level officers.

These instructions would come into effect immediately.

All concerned are being informed.

Encl: As stated.

Sd/-
(Indevar Pandey)
Principal Secretary
Public Works Department

No.474/1(200)-W(C)/1M-343/16

Date: 07.09.2016

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal.
2. The Finance Department, Group-'T'.
3. The Finance (Budget) Department.
4. The Additional Chief Secretary/ Principal Secretary/ Secretary,-----
Department. (All)
5. The Divisional Commissioner, Jalpaiguri/Burdwan/Presidency Division.
6. The District Magistrate, _____ (all districts).
7. The Engineer-in-Chief & Ex-Officio Secretary, PWD.
8. The Chief Engineer(All), P.W.Directorate /P.W.(Roads) Wing / Social Sector / Electrical,
PWD.
9. The Superintending Engineer(All), P.W.Directorate /P.W.(Roads) Wing / Social Sector
/ Electrical, PWD.
10. The Financial Adviser, PWD.
11. Technical Secretary, P.W.Department.
12. The Executive Engineer(All), P.W.Directorate /P.W.(Roads) Wing / Social Sector /
Electrical, PWD.
13. The Executive Engineer, IT Division, PWD.

He is requested to upload the Circular in PWD website.

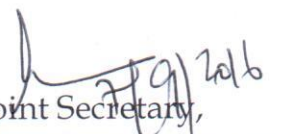

Joint Secretary,
Public Works Department.

No.474/2(4)-W(C)/1M-343/16

Dated: 07.09.2016

Copy forwarded for information to:-

- 1) The Principal Secretary to the Hon'ble Chief Minister, West Bengal.
- 2) The P.S. to Hon'ble M.I.C., Public Works Department.
- 3) The Senior P.S. to the Chief Secretary to the Government of West Bengal.
- 4) The Sr.Pr.S. to the Principal Secretary, PWD.


Joint Secretary,
Public Works Department.

Annexure A
(Format for Junior Engineer)

I personally inspected the following Project/Work on _____ .

1. Name of the Project :
2. Under which Division :
3. Amount involved :
4. Work Order issued on :
5. The work completed on :
6. The work has been completed as per plan and design.
7. The quality of the work is satisfactory.
8. The public money has been properly utilised.

Now, I recommend the release of the bill for payment as per codal provision.

Junior Engineer

Annexure B
(Format for Assistant Engineer)

I personally inspected the following Project/Work on _____.

1. Name of the Project :
2. Under which Division :
3. Amount involved :
4. Work Order issued on :
5. The work completed on :
6. The work has been checked as per codal provisions and completed as per plan and design.
7. The quality of the work is satisfactory.
8. The public money has been properly utilised.

Now, I recommend the release of the bill for payment as per contract as well as codal provisions.

Assistant Engineer

Annexure C
(Format for Executive Engineer)

[For original work upto the amount for which the Executive Engineer is empowered for technical sanction of the estimate (value of work upto Rs.45.00 lakh)]

I personally inspected the following Project/Work on _____ .

1. Name of the Project :
2. Under which Division :
3. Amount involved :
4. Work Order issued on :
5. The work completed on :
6. The work has been checked as per codal provisions and completed as per plan and design.
7. The quality of the work is satisfactory.
8. The public money has been properly utilised.

The bill is certified for payment as per contract as well as codal provisions.

Executive Engineer

Annexure D
(Format for Executive Engineer)

[For original work beyond the amount for which the Executive Engineer is empowered for technical sanction of the estimate (value of work above Rs.45.00 lakh)]

I personally inspected the following Project/Work on _____ .

1. Name of the Project :
2. Under which Division :
3. Amount involved :
4. Work Order issued on :
5. The work completed on :
6. The work has been checked as per codal provisions and completed as per plan and design.
7. The quality of the work is satisfactory.
8. The public money has been properly utilised.

The bill is certified for payment and I recommend the release of the bill for payment as per contract as well as codal provisions.

Executive Engineer

Annexure E
(Format for Superintending Engineer)

1. Name of the Project :
2. Under which Division :
3. Amount involved :
4. Work Order issued on :
5. The work completed on :
6. The work has been completed as per plan and design.

I personally inspected the above Project/Work on _____ . I agree to release the bill for payment as per contract.

Superintending Engineer

Annexure F

(Format for Executive Engineer, Social Sector, PWD)

[For original work upto the amount for which the Executive Engineer is empowered for technical sanction of the estimate (value of work upto Rs.45.00 lakh)]

I personally inspected the following Project/Work on _____ .

1. Name of the Project :
2. Department concerned :
3. Under which Division :
4. Amount involved :
5. Work Order issued on :
6. The work completed on :
7. The work has been checked as per codal provisions and completed as per plan and design.
8. Design/plan has been approved by the Department concerned.
9. A **Satisfactory Certificate** from the Department concerned has been obtained.
10. The quality of the work is satisfactory.
11. The public money has been properly utilised.

The bill is certified for payment as per contract as well as codal provisions.

Executive Engineer, Social Sector, PWD

Annexure G

(Format for Executive Engineer, Social Sector, PWD)

[For original work beyond the amount for which the Executive Engineer is empowered for technical sanction of the estimate (value of work above Rs.45.00 lakh)]

I personally inspected the following Project/Work on _____ .

1. Name of the Project :
2. Department concerned :
3. Under which Division :
4. Amount involved :
5. Work Order issued on :
6. The work completed on :
7. The work has been checked as per codal provisions and completed as per plan and design.
8. Design/plan has been approved by the Department concerned.
9. A **Satisfactory Certificate** from the Department concerned has been obtained.
10. The quality of the work is satisfactory.
11. The public money has been properly utilised.

The bill is certified for payment and I recommend the release of the bill for payment as per contract as well as codal provisions.

Executive Engineer, Social Sector, PWD

Annexure H
(Format for Superintending Engineer, Social Sector, PWD)

1. Name of the Project :
2. Department concerned :
3. Under which Division :
4. Amount involved :
5. Work Order issued on :
6. The work completed on :
7. The work has been completed as per plan and design.
8. Design/plan has been approved by the Department concerned.
9. A **Satisfactory Certificate** from the Department concerned has been obtained.

I personally inspected the above Project/Work on _ _ _ _ _ . I agree to release the bill for payment as per contract.

Superintending Engineer, Social Sector, PWD