

**Government of West Bengal
Public Works Department
Nabanna**

No. 1M-15/16/603-R/PL

Date:- May 14, 2018

MEMORANDUM

Sub: Updation of data in Samiksha on fortnightly basis

Over a period of last one year, Samiksha has become the most important for reviewing and monitoring of PWD works. Gradually it is being utilised as Management Information System(MIS) for the department. Over the next one month, we are going to make several changes in Samiksha. These are-

- (i) Uploading of Architectural/structural and As-Built drawings of structures;
- (ii) Audit module;
- (iii) Project Requisition Module-wherein details of new projects for other departments/PWD would be uploaded by other departments or by PWD officials for follow-up work by Executive Engineers concerned. This module would give a status of pre-approval stage of the project;
- (iv) Uploading of data by Junior Engineers/Assistant Engineers for projects in their jurisdiction. The approval of such uploading would be done by next higher authority, i.e. Assistant Engineer, in case Junior Engineer is uploading the data and Executive Engineer, in case Assistant Engineer is uploading the data.

2. In view of frequent monitoring requirements, it has been decided that the status of all projects in Samiksha should be updated by the Divisions at fortnightly intervals. The first updation has to be done between 10th and 14th of the month and the second updation, between 25th and last day of the month.

3. The Department would review the updation status by all Divisions on 1st and 15th of every month.

4. The data for all the active modules like Court cases, Hon'ble Chief Minister's projects should be completed by concerned Division before the next monthly meeting without fail. Similarly, all data fields for existing projects should be completed before the next monthly meeting. In case of Revised Estimates, the details should be suitably incorporated.

5. A large number of projects have been physically completed, but they are reflecting in Samiksha due to non-payment of final bills/data-entry issues. All these should be completed before next monthly meeting.

6. All concerned should strictly abide by these guidelines.



**(Indevar Pandey)
Additional Chief Secretary
Public Works Department**

No. 603/1(2)-R/PL

Date:- May 14, 2018

Copy forwarded for information and necessary action to:-

1. Superintending Engineers(All)
2. Executive Engineers(All)/ Assistant Engineers(All)/Junior Engineers(All)



(Indevar Pandey)
Additional Chief Secretary
Public Works Department

No. 603/2(4)-R/PL

Date:- May 14, 2018

Copy forwarded for information to:-

1. Engineer-in-Chief & Ex-Officio Secretary, PWD
2. Additional Secretary, PWD
3. Chief Engineers(All)
4. Financial Advisor/Joint Secretary(All)



(Indevar Pandey)
Additional Chief Secretary
Public Works Department