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Government of West Bengal
Engineer-in-Chief & E.O. Secretary
Public Works Department
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No.: 171-ENC/2021

Date: 04/03/2021

OFFICE ORDER

WHEREAS it is deemed expedient so to do,

NOW THEREFORE, a committee is hereby constituted with such officials as tabulated hereunder for performing such functions as enumerated below:-

Sl. No.	Name with Designation	Capacity in the Committee
1.	Deputy Secretary (Admin.), P. W. D.	Chairman
2.	Executive Engineer (Personnel), P. W. D. (H/Q)	Member
3.	Executive Engineer (Electrical), P. W. D. (H/Q)	Member
4.	Section Officer, P. W. (Estab. Branch) Deptt.	Member – Convenor
5.	Administrative Officer, Social Sector, P. W. D.	Member

1. The committee shall act as '**Directorial Committee**' of Public Works Directorate.
2. The committee shall deal with the following cases of Public Works Directorate:-
 - i. The cases relating to preparation and finalization of Gradation List of Group – 'B', 'C' and 'D' employees;
 - ii. The cases relating to confirmation of services of Group – 'B', 'C' and 'D' employees;
 - iii. The cases relating to award of such career benefits to Group – 'B', 'C' and 'D' employees as available after completion of 8/16/25 years of continuous and satisfactory service, including fixation of their pay as a consequence thereof;
 - iv. The cases relating to promotion of Group – 'B', 'C' and 'D' employees for promotion to the higher posts, including fixation of their pay as a consequence thereof; and
 - v. Any such other case as may be prescribed by the Chief Engineer (Headquarters), P. W. D.
3. The Member – Convenor shall convene the meetings of the committee with previous approval of the Chairman as and when any of the above cases would arise. The Member – Convenor shall, after conclusion of each meeting, draw up its minutes clearly showing the recommendation or otherwise of the committee as to acceptance or rejection and/or admissibility or inadmissibility of the case together with the reasons in support thereof.

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4. Every minutes of the meeting shall be authenticated by the dated initials of the chairman and all other members of the committee.
5. The committee shall, after presentation of any of such cases as aforesaid by the Member – Convenor, examine it thoroughly in light of the relevant rules/regulations/guidelines etc. in force at the material point of time and other relevant documents and shall, upon such examination, make its recommendation or otherwise as to acceptance or rejection and/or admissibility or inadmissibility of the case reciting the reasons in support thereof.
6. The Member – Convenor shall, after authentication of the minutes containing the recommendation or otherwise of the committee, cause the same to be placed by the concerned Dealing Assistant in the relevant file forthwith for further course of action towards implementation of the recommendation or otherwise of the committee.

This shall come into force at once and shall remain effective until further order.

This has the approval of the Additional Chief Secretary, P.W.D.

A. Sengupta 4/3/21
Engineer-in-Chief & E.O. Secretary
Public Works Department

No.: 171/1-ENC/2021

Date: 04/03/2021

Copy forwarded for kind information to:-

1. The Additional Chief Secretary, P.W.D.

A. Sengupta 4/3/21
Engineer-in-Chief & E.O. Secretary
Public Works Department

No.: 171/2(9)-ENC/2021

Date: 04/03/2021

Copy forwarded for kind information and necessary action to:-

1. The Chief Engineer, P.W.D. (Headquarters).
2. The Chief Engineer, Social sector, P.W.D.
3. The Chief Engineer (Electrical), P.W.D.
4. The Assistant Chief Engineer (Personnel), P.W.D. (Headquarters).
5. The Deputy Secretary (Admin), P.W.D.
6. The Executive Engineer (Personnel), P.W.D. (Headquarters).
7. The Executive Engineer (Electrical), P.W.D. (Headquarters).
8. The Section Officer, P. W. (Estab. Branch) Deptt.
9. The Administrative Officer, Social sector, P.W.D.

A. Sengupta 4/3/21
Engineer-in-Chief & E.O. Secretary
Public Works Department

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