

Government of West Bengal  
Public Works Department  
Establishment Branch  
Khadya Bhaban, Kolkata-700087

No. **4430**-PWD-11015/1/2021-WORKS WING

Date: **21.09.2021**

**OFFICE ORDER**

In continuation to this Department's Order No.4904-E dated 19.12.2019 read with Office Order No.4954-E dated 24.12.2019 and Office Order No.1214-PWD dated 25.09.2020, the following duties are hereby entrusted with the works of the officers as mentioned below:

SL. No.	Name of the posts	Allotment of official works
1	Secretary, PWD (Sri Sumanta Kumar Ghosh, IAS), PWD [Leave substitute of Joint Secretary (Personnel), PWD.]	1. Land Acquisition and Land Matters of Department. 2. All Cases of inter Departmental Transfer of Land of the Department. 3. Matters related to Direct Land Purchase of the Department till approval from the Standing Committee. 4. Audit matters of the Department. 5. Establishment matters of all Group-A cadres in Secretariat and Directorates under PWD from the rank of Executive Engineers, Architects etc. 6. Vigilance Matters of all cadres in Secretariat and Directorates under PWD. 7. Assembly questions and Assembly matters arising out of his work. 8. Legal matter arising out of his work as well as other Legal matters as will be referred by the Secretary, PWD. 9. Any other matter assigned to him by the Additional Chief Secretary/ Principal Secretary/ Secretary from time to time.
2	Joint Secretary (Personnel), PWD. [Leave substitute of Secretary, PWD]	1. Approval Authority for Medical reimbursement cases up to limit of Rs.1 Lakh for Indoor Treatment and Rs.10,000/- for O.P.D. Treatment. 2. Issues relating to RTI Act., 2005 and Appellate Authority. 3. Training matters of all cadres in Secretariat and Directorates under the Department. 4. Establishment matters of all Group-A cadres in Secretariat and Directorates under PWD in the rank of Assistant Engineers, Junior Engineers, Assistant Architects etc. 5. Matters relating to MBL, WSFL and BEL. 6. Allotment of Budgetary provisions under different establishments for pay and wages. 7. Departmental NOC issuing authority for passport. 8. General matters of all Group-A cadres in Secretariats and Directorates under PWD. 9. Assembly questions and Assembly matters arising out of his work. 10. Legal matter arising out of his work. 11. Nodal Officer for close monitoring of important court cases under PWD. 12. Any other matter assigned to him by the Additional Chief Secretary/ Principal Secretary/ Secretary from time to time.

(Con...)

No. -PWD-11015/1/2021-WORKS WING

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SL. No.	Name of the posts	Allotment of official works
3.	Joint Secretary (Roads), PWD [Leave substitute of Joint Secretary, (Projects and Co-ordination), PWD.]	<p>1. Liaison officer for works relating to other Government Departments. He will monitor the works on daily basis.</p> <p>2. Matters related to RIDF for PW (Roads) Dte.</p> <p>3. Samiksha Monitoring</p> <p>4. Nodal Officer for Paschimanchal Unnayan Parshad</p> <p>5. Assembly Questions and Assembly matters arising out of his work</p> <p>6. Legal matter arising out of his work</p> <p>7. Any other matter assigned to him by the Additional Chief Secretary / Principal Secretary / Secretary from time to time</p>
4.	Joint Secretary (Projects and Co-ordination), PWD [Leave substitute of Joint Secretary, (Roads), PWD]	<p>1. Co-ordinator between PW Dte. and P.W. (R) Dte. in technical matters relating to Roads projects</p> <p>2. All matters of National Highway and Centrally Aided Programmes like CRF / ISC etc. i.e. all matters of NH Wing</p> <p>3. All matters relating to externally aided projects</p> <p>4. All matters related to NHAI and NHIDCL</p> <p>5. Preparation of reports and returns related to works of P.W. Dte and P.W. (Roads) Dte.</p> <p>6. Processing of all Road / Bridge / Flyover / Underpass works costing more than 25 crores under PWD</p> <p>7. Matters related to WBHDCL</p> <p>8. Matters related to Annual Report of PWD</p> <p>9. e-Office and e-Governance</p> <p>10. CMO Grievance portal</p> <p>11. Special Infrastructure Projects</p> <p>12. Departmental Planning and Monitoring</p> <p>13. Matters related to Accounts and Budget of P.W. (Roads) Dte.</p> <p>14. Processing of all Roads works costing up to Rs. 25 crores</p> <p>15. Matters related to other institutional financed programmes relating to PW (Roads) Dte.</p> <p>16. Schemes related to Finance Commission / BADP / BRGF</p> <p>17. Disaster Management</p> <p>18. CMO Grievance portal</p> <p>19. Assembly Questions and Assembly matters arising out of his work</p> <p>20. Legal matter arising out of his work</p> <p>21. Any other matter assigned to him by the Additional Chief Secretary / Principal Secretary / Secretary from time to time</p>

No. -PWD-11015/1/2021-WORKS WING

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SL. No.	Name of the posts	Allotment of official works
5.	Joint Secretary, (Works), PWD. [Leave substitute of Joint Secretary, (Roads), PWD.]	1. Matters related to works of P.W. Dte. 2. Matters related to Accounts and Budget of P.W.Dte. 3. All cases of Compassionate Appointment in the Department. 4. Common Service Branch. 5. Ease of doing business/ Right of way permission/ Approach permission. 6. Administrative Calendar. 7. Assembly question and Assembly matters arising out of his work. 8. Legal matter arising out of his work. 9. Preparation of Reports and returns to CMO. 10. Any other matter assigned to him by the Additional Chief Secretary / Principal Secretary / Secretary from time to time.

Joint Secretary (Roads), PWD will attend all review meetings of Hon'ble Chief Minister, W.B.

All concerned are being informed accordingly.

This order shall take immediate effect.

Secretary to the Govt. of West Bengal  
Public Works Department.

No. <sup>(100)</sup>44391-PWD-11015/1/2021-WORKS WING

Date: 21.09.2021

Copy forwarded for information and necessary action to the:

1. The P.S. to Hon'ble MIC, PWD.
2. The P.S. to Secretary, PWD.
3. The P.S. to Secretary (Sri Sumanta Kumar Ghosh, IAS), PWD.
4. The E-in-C, PWD.
5. The Chief Engineer, (H.Q.) P.W Dte./P.W.(Rd) Dte./P.W.Dte. North Zone/West Zone/ South Zone/social Sector/ P.W.(Rd) Dte. North Zone/West Zone/ South Zone/PIU(ROB)/NH wing P.W(Rds) Dte./ Electrical. P.W.Dte./ Electrical Planning, P.W.Dte.
6. The Chief Govt. Architect & Chief Engineer, PWD.
7. The OSD & Ex-Officio Financial Advisor, Public Works Department.
8. The Joint Secretary (Personnel/Roads/ Works/ P&C), PWD.
9. The Deputy Secretary \_\_\_\_\_, PWD.
10. The Technical Secretary, PWD.
11. The Sr. Law Officer, PWD/ Special Law Officer & Ex-Officio Deputy Secretary, PWD.
12. The Assistant Secretary \_\_\_\_\_, PWD.
13. The OSD/ Registrar, PWD.
14. \_\_\_\_\_ Branch/ Cell, PWD.
15. Office Copy.

Deputy Secretary (Admn)  
Public Works Department