

**Government of West Bengal**  
**Public Works Department**  
**Khadya Bhawan, Block-A**  
**11A, Mirza Galib Street, Kolkata-87**

No. 847-PW/O/MED-91/22

Date:30.06.2022

**NOTIFICATION**

In course of taking all preparedness regarding online reimbursement claim processing through WBHS Portal, as envisaged by the Finance Department (Medical Cell) vide their Order No.127-F(MED) dated 26.11.2021, it has come to notice that the Head of Directorates (the Chief Engineer, H.Q. P.W. Dte. and P.W. (Roads) Dte.) could not be included in the newly introduced on line functionality through WBHS Portal due to non-existence of regular Establishment and therefore the Power of approval of the Head of Directorates, in respect of claims of Directorate subordinate offices, has been delegated to the Joint Secretary(Personnel), PWD.

Accordingly the new matrix of Approving Authority for all employees and pensioners of PW Department as well as Directorates and sub-ordinate Offices will be as follows:-

<b>PWD Office</b>	<b>OPD</b>	<b>Approver</b>	<b>IPD</b>	<b>Approver</b>
Claims of Department	Upto Rs.10,000/-	Joint Secretary (Personnel) Delegated	Upto Rs,1,00,000/-	Joint Secretary (Personnel) Delegated
	<b>Full Power</b>	<b>Secretary, PWD</b>	<b>Full Power</b>	<b>Secretary, PWD</b>
Claims of Other Offices under PW Directorates	Upto Rs.5,000/-	Concerned Head Of Office	Upto Rs.50,000/-	Concerned Head Of Office
	Upto Rs.10,000/-	Joint Secretary (Personnel) Delegated	Upto Rs.1,00,000/-	Joint Secretary (Personnel) Delegated
	<b>Full Power</b>	<b>Secretary, PWD</b>	<b>Full Power</b>	<b>Secretary, PWD</b>
	<b>Exception: Claims availing cash less option will be approved by the concerned Head of Office as per Order No.19-F(MED) dated 15.02.2022 and No.73-F(MED) dated 28.04.2022.</b>			

All employees and pensioners are instructed to submit their claims through WBHS Portal to their respective Head of Office.

All Head of Offices under both P.W. and P.W. (Roads) Directorates are instructed to forward online claims as well as hard copies thereof of their employees to the next hierarchical Office. Offices of the Zonal Chief Engineers will forward the claims, both online application and hard/soft copies, so received from the subordinate offices to the Department for approval as per the Delegation of Financial Power as detailed in the above table.

This Order issues with the approval of the Secretary, P.W.D. and concurrence of the Finance Department (Medical Cell) dated: 30.06.2022

All concerned are being informed accordingly for compliance of the instruction herein.

  
**Joint Secretary (Personnel), PWD**

File No.PWD-14011(11)/2/2022-WORKS WING-Dept. of PWD

No. 847/1(8)-PW/O/MED-91/22

Date: 30.06.2022

Copy forwarded for information and necessary action to the:-

- 1) PS to MIC, PWD, Nabanna
- 2) Secretary, PWD, Nabanna
- 3) Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol-1
- 4) Chief Engineer (HQ), P.W. Dte.
- 5) Chief Engineer (HQ), P.W. Roads Dte.
- 6) Finance Department (Medical Cell), Writer's Buildings, Kolkata-1
- 7) Treasury Officer, .....Treasury
- 8) Office copy

  
Deputy Secretary, PWD