

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

No.375-W(C)/1M-44/2022

Dated: 01/12/2022

CIRCULAR

It is notified that Guidelines/SoP for taking up works of Government Departments by PWD had already been circulated vide Memo No. 18-ACS/PWD dated 03.12.2019.

2. Accordingly, Requisitioning Authorities of different Departments under the Government of West Bengal are submitting their requisitions through the format of this Guidelines/SoP to the concerned Executive Engineers/ Superintending Engineers of PWD. The concerned Executive Engineer prepared the necessary estimates and placed the same to the concerned Department through the procedure in force. After receiving the estimate the concerned Department issued Administrative Approval and PWD officials floated e-NIT and issued work orders as per standard procedure and rules.

3. It has been observed that in many instances, after finalisation of work orders, the work could not be executed due to change of the site, legal encumbrance or non-availability of approach road.

4. Hence, in order to avoid such situations, all Executive Engineers are instructed to submit a certificate as per Format enclosed before issuance of Letter of Acceptance (LOA)/ Work Order to the Chief Engineers of the Zone. Chief Engineers of the Zone will examine the certificate and if satisfied, will ask Superintending Engineers/ Executive Engineers to issue LOA/ Work Order for the work.

5. If the concerned Chief Engineers observe that the situation is not fit for issuance of LOA/ Work Order, he will take up the matter with the concerned officials/ authorities to solve the problems within the next 15 working days. If it is still unresolved, it will be brought to the notice of this department to take final decision in this regard.

6. Compliance in this regard shall be strictly adhered to for all new schemes henceforth during issuance of LOA/ Work Order.

7. This is the 2nd step of Memo No. 18-ACS/PWD dated 03.12.2019.

All concerned are being informed.

Encl: Format of Certificate.



(ANTARA ACHARYA)


Secretary to the Government of West Bengal,
Public Works Department

No.375/1(2)-W(C)/1M-44/2022

Dated: 01/12/2022

Copy forwarded for information to :-

1. The Sr. P. S. to the Hon'ble Minister-in-Charge to the Government of West Bengal, Public Works Department.
2. The Sr. P. S. to the Chief Secretary to the Government of West Bengal.



Secretary to the Government of West Bengal,
Public Works Department

No.375/2(100)-W(C)/1M-44/2022

Dated: 01/12/2022

Copy forwarded for information to :-

1. The Additional Chief Secretary / Principal Secretary / Secretary, -----Department.
(All).
2. The District Magistrate, ----- (All Districts).

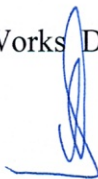

Secretary to the Government of West Bengal,
Public Works Department

No.375/3(250)-W(C)/1M-44/2022

Dated: 01/12/2022

Copy forwarded for information and necessary action to:

1. The Engineer-in-Chief, Public Works Department.
2. The Financial Adviser, Public Works Department.
3. The Joint Secretary (Roads) / Works/ Project & Coordination / Personnel), Public Works Department.
4. The Chief Engineer (All)-----, Public Works Directorate / Public Works (Roads) Directorate,
5. The Superintending Engineer (All)-----, Public Works Directorate / Public Works (Roads) Directorate,.
6. The Executive Engineer (All)-----, Public Works Directorate / Public Works (Roads) Directorate,


Secretary to the Government of West Bengal,
Public Works Department

Pre-LOA/W.O Format

A Certificate to be submitted by the concerned Executive Engineer to the respective Zonal Chief Engineer of PWD

Name of the Project: _____

Name of the Requisitioning Department: _____

Joint site Inspection done on _____ (Date)

1. _____

(Name of authorized official of the block /Sub Division/ District) (Signature of said official)

2. _____

(Name of authorized representative of Requisitioning Department) (Signature of said official)

3. _____

(Name of concerned Executive Engineer of PWD) (Signature of said Executive Engineer)

4. _____

(Name of L1 bidder) (Signature of said bidder)

Observations:

1. The site is free from legal encumbrance(s) [Yes/No] _____.
If no: give particulars of the case with suggestion to free the site (in a separate enclosure) _____
2. Any additional requirement identified during the joint inspection beyond the scope of work approved in DPR including land filling / piling etc. _____
3. Availability of Approach road for moving construction material [Yes/No] _____.
If no, what is the obstruction in detail and tentative timeline for clearance the obstruction _____
4. Status of tree felling permission (If applicable) _____
5. Any other encumbrance identified like removal of HT lines / utility shifting and measures taken _____

Remarks:

The site is ready for issuance of LOA / Site is not ready for issuance of LOA for the following reasons:

Signature of Executive Engineer,

Division
P.W. Directorate/ P.W. (Roads) Directorate