

**GOVERNMENT OF WEST BENGAL**  
**PUBLIC WORKS DEPARTMENT**  
**General Branch**

No. 1053 - G

Calcutta, the 7th June, 1967

From : The Asstt. Secretary - I, to the Govt. of West Bengal.

To : The Chief Engineer, P.W. Directorate, West Bengal.

Sub : Fixation of scale of furniture for use in the Subordinate offices  
of the Public Works Directorate.

The undersigned is directed to say that Govt. have had under consideration for some time past the question of fixing a scales of furniture for use in the subordinate offices of the Public Works Directorate. The undersigned is now directed by order of the Governor to say that the Governor has been pleased to decide that furniture for use in the subordinate offices of the Public Works Directorate should be supplied as per scale laid down in the accompanying statement.

2. All offices under the Public Works Directorate should henceforth, submit their proposals for purchase of furniture in accordance with the scale fixed in this order and in the proforma enclosed with the scale. In cases where the scale does not cover a particular post or posts in an office, the furniture should be supplied in accordance with the scale prescribed for the class of officer or staff whose rank and status may be considered equivalent to that of the post not included in the scale.

3. Proposals for purchase of any item/items of furniture, not included in the scale but required for use in any office/offices should be supported by adequate reasons for purchase of the same.

4. The cost of furniture, being debitable to the "contingent grant" expenditure for their purchase should be incurred in accordance with the normal rules and with prior sanction of Government.

P. N. BHATTACHARYYA.

Assistant Secretary-I.

## Scale of furniture for the Public Works Directorate Offices

Designation of  
Gazetted officer/  
Non-Gazetted Staff,  
one by one.

### Scale of furniture

<b>Superintending Engineer:</b> (Gazetted)	1.	Secretariat table (6'x 4')	1 (one)
	2.	Cushioned chair	1 (one)
	3.	Ordinary wooden armed chair (rexine covered)	5 (five)
	4.	Easy chair	1 (one)
	5.	Steel whatnot (special type)	2 (two)
	6.	Revolving book-shelf	1 (one)
	7.	Steel almirah (big size) for keeping confidential papers, C.C. Rs. , assets statements, tender papers.	1 (one)
	8.	Hat rack with mirror	1 (one)
	9.	Paper cabinet	1 (one)
	10.	Steel box	1 (one)
	11.	Folding partition	1 (one)
	12.	Tiffin table	1 (one)
	13.	Ordinary armed chair (rexine covered) for tiffin purpose	1 (one)
	14.	Wall clock	1 (one)
	15.	Foot stool	1 (one)
	16.	Table lamp	1 (one)
	17.	Goblet stand	1 (one)
	18.	(Durrie) Carpet (12'x10')	1 (one)
	19.	Waste paper basket	1 (one)
	20.	Paper basket	1 (one)
	21.	Tender box (for office)	1 (one)
	22.	Leather bag for carrying cash (for office)	1 (one)
	23.	Map rack	1 (one)
	24.	Notice board (for office)	1 (one)
	25.	Drawing table	1 (one)
	26.	Raised armless chair for drawing Purposes	1 (one)
	27.	Wooden almirah with glazed shutters for keeping valuable technical books	1 (one)
	28.	Glass almirah	1 (one)
	29.	Ordinary armed chair with canvas covered cane seat (for audit party)	6 (six)
	30.	Wooden top table (4'x2½'x2½') for audit party	2 (two)
	31.	Iron safe (for office)	1 (one)
	32.	Cash box (for office)	1 (one)
	33.	Ordinary table for use by visitors	1 (one)

**Executive Engineer:**  
(Gazetted)

1.	Secretariat table (6'x 4')	1 (one)
2.	Cushioned chair	1 (one)
3.	Ordinary chair (rexine covered)	4 (four)
4.	Steel whatnot (special type)	2 (two)
5.	Tiffin table	1 (one)
6.	Ordinary chair for tiffin purpose	1 (one)
7.	Folding partition	1 (one)
8.	Revolving book-shelf	1 (one)
9.	Paper cabinet	1 (one)
10.	Hat rack with mirror	1 (one)
11.	Steel cash box (for office)	1 (one)
12.	Wall clock	1 (one)
13.	Steel almirah (big size) for keeping confidential papers, C.C. Rs. , assets statements, tender papers.	1 (one)
14.	Foot stool	1 (one)
15.	Table lamp	1 (one)
16.	Goblet stand	1 (one)
17.	Leather bag for carrying cash (for office)	1 (one)
18.	Tender box (for office)	1 (one)
19.	Waste paper basket	1 (one)
20.	Steel plan filling cabinet (for office)	1 (one)
21.	Map rack (for office)	1 (one)
22.	Notice board (for office)	1 (one)
23.	Paper basket	1 (one)
24.	Steel file rack (for office)	1 (one)
25.	Drawing table	1 (one)
26.	Raised armless chair for drawing purposes	1 (one)
27.	Wooden almirah with glazed shutters for keeping valuable technical books	1 (one)
28.	Ordinary armed chair with canvas covered cane seat (for audit party)	6 (six)
29.	Wooden top table (for audit party)	2 (two)
30.	Iron safe (for office)	1 (one)
31.	Ordinary table (for use by visitors)	1 (one)

**Assistant Engineer/S.D.O.:**  
(Gazetted)

1.	Secretariat table (6'x 4')	1 (one)
2.	Cushioned chair	1 (one)
3.	Ordinary chair (rexine covered) cane seat.	3 (three)
4.	Steel whatnot (special type)	1 (one)
5.	Tiffin table	1 (one)
6.	Ordinary chair for tiffin purpose	1 (one)
7.	Folding partition	1 (one)
8.	Revolving book-shelf	1 (one)
9.	Paper cabinet	1 (one)
10.	Hat rack with mirror	1 (one)
11.	Wall clock	1 (one)

	12.	Foot rest	1 (one)
	13.	Table lamp	1 (one)
	14.	Iron safe for keeping cash	1 (one)
	15.	Cash box	1 (one)
	16.	Leather bag for carrying cash (for office)	1 (one)
	17.	Steel almirah	1 (one)
	18.	Notice board (for office)	1 (one)
	19.	Cane paper basket	1 (one)
<b>Sub-Assistant Engineer:</b> (Non-Gazetted)	1.	Half Secretariat table	1 (one)
	2.	Ordinary chair (rexine covered) cane seat.	1 (one)
<b>Head Estimator</b> (Non-Gazetted)	3.	Armless chair	2 (two)
	4.	Whatnot (ordinary type)	1 (one)
	5.	Waste paper basket	1 (one)
	6.	Paper basket	1 (one)
	7.	Almirah (smaller size) for keeping important documents viz. measurement books, bills, vouchers, etc.	1 (one)
	8.	Ordinary wooden top table for Work- Asstt. under the Sub-Assistant Engineer	1 (one)
	9.	Ordinary wooden top armless chair for Work-Asstt. under the Sub-Asstt. Engineer	1 (one)
<b>Draughtsman:</b> (Non-Gazetted)	1.	High chair cane seat covered with rexine	1 (one)
	2.	Drawing table (11'x3½'x3') with three drawers	1 (one)
	3.	Steel almirah	1 (one)
<b>Tracer (Non-Gazetted):</b>	1.	High chair cane seat covered with rexine	1 (one)
	2.	Drawing table (11'x3½'x3') with three drawers	1 (one)
<b>Divisional Accountant:</b> (Non-Gazetted)	1.	Half Secretariat table	1 (one)
	2.	Armed chair with rexine covered cane seat.	1 (one)
	3.	Whatnot (ordinary type)	1 (one)
	4.	Waste paper basket	1 (one)
	5.	Paper basket	1 (one)
	6.	Steel Almirah (big size)	1 (one)
	7.	Cash box	1 (one)
	8.	Armless chair	2 (two)

<b>Senior-Accounts Clerk</b>	1.	Wooden top assistant's table (4'x2½'x2½')	1 (one)
	2.	Ordinary armed chair, canvas covered cane seat	1 (one)
	3.	Whatnot (ordinary type)	1 (one)
	4.	Waste paper basket	1 (one)
	5.	Paper basket	1 (one)

<b>Head Asstt. of a Circle/Estimator</b>	1.	Half Secretariat table	1 (one)
	2.	Ordinary armed chair	1 (one)
	3.	Steel whatnot (special type)	2 (two)
	4.	Waste paper basket	1 (one)
	5.	Paper basket	1 (one)
	6.	Almirah (big size)	1 (one)

<b>2nd Grade Clerk of a Circle</b>	1.	Wooden top assistant's table (4'x2½'x2½')	1 (one)
	2.	Armed chair, (rexine covered cane seat)	1 (one)
	3.	Whatnot (ordinary type)	1 (one)
	4.	Waste paper basket	1 (one)
	5.	Paper basket	1 (one)

<b>3rd Grade Clerk</b>	1.	Wooden top assistant's table (4'x2½'x2½')	1 (one)
	2.	Ordinary armed chair, (rexine covered cane seat)	1 (one)
	3.	Whatnot, ordinary type	1 (one)
	4.	Waste paper basket	1 (one)
	5.	Paper basket	1 (one)
	6.	Almirah (big size) for use by a 3rd clerk holding the post of a Head Clerk in a Divisional Office.	1 (one)
	7.	Armless chair to be supplied extra to a 3rd clerk holding the post of a Head Clerk in a Divisional Office.	1 (one)

<b>4th Grade Clerk</b>	1.	Wooden top assistant's table (4'x2½'x2½')	1 (one)
	2.	Ordinary armed chair, canvas covered cane seat)	1 (one)
	3.	Whatnot (ordinary type)	1 (one)
	4.	Waste paper basket	1 (one)

<b>Stenographer/Typist</b>	1.	Typists' table (3¼'x1 <sup>2</sup> / <sub>3</sub> 'x2¼')	1 (one)
	2.	Armless chair	1 (one)
	3.	Whatnot	1 (one)
	4.	Waste paper basket	1 (one)
<b>Cashier</b>	1.	Wooden top assistant's table (4'x2½'x2½')	1 (one)
	2.	Ordinary armed chair, (rexine covered cane seat)	1 (one)
	3.	Whatnot, ordinary type	1 (one)
	4.	Waste paper basket	1 (one)
	5.	Paper basket	1 (one)
	6.	Almirah (smaller size) for keeping vouchers, cashbook, etc.	1 (one)
<b>Record Supplier</b>	1.	Wooden top table (3½'x2'x2½') with one drawer	1 (one)
	2.	Wooden top armless chair	1 (one)
	3.	Wooden box	1 (one)
<b>Duftry</b>	1.	Wooden top table (3¼'x2'x2½') with one drawer	1 (one)
	2.	Wooden top armless chair	1 (one)
	3.	Wooden box	1 (one)
<b>Orderly Peon/Peon</b>	1.	Armless chair, etc.	1 (one)

P. N. BHATTACHARYYA.  
Assistant Secretary-I  
Public Works Department  
Government of West Bengal.

**P R O F O R M A**

Name of office	Designation of the post.	Gazetted or Non-Gazetted	Furniture used at present, if any.	Furniture proposed to be purchased (to be shown itemwise against each Officer/Staff)	Whether admissible according to scale	Rate	Value	Justification for purchases of furniture in excess of the scale.	Justification for purchases of furniture not covered by the scale.	Remarks.
1	2	3	4	5	6	7	8	9	10	11

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