

Government of West Bengal
Public Works Department
Establishment Branch

No. 2648 -E//E-I/2M-16/2005

Date: 25.08.2014

MEMORANDUM

The organizational set up of P.W.D., has since been restructured and reorganized vide this department's Notification Nos. 66, 67, 68, 69 & 70 dated 04.03.2014, the Governor is pleased in the interest of public service to modify Para 11(i, ii, iii) of this department's Memorandum No. 2627-E dt. 27.11.2013, in so far it relates to the procedure of preparation of APRs in respect of Engineer officers (Civil) under P.W.D., in the manner as detailed below and until further orders.

The Reporting Officer and the Countersigning/Reviewing Officer, involved in the procedure of preparation of APR of the Officers: -

i) West Bengal Senior Service of Engineers

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Chief Engineer	E-in-C & E.O. Secy., P.W.D.	Principal Secretary /Secretary, P.W.D.	Minister-in- Charge, P.W.D.
Superintending Engineer posted in the Circle Office	Zonal Chief Engineer	E-in-C & E.O. Secy., P.W.D.	Principal Secretary / Secretary, P.W.D.
Assistant Chief Engineer posted in the Office of the C.E.	Concerned Chief Engineer	-Do-	-Do-
Executive Engineer posted in the Division Office	Superintending Engineer of the Circle Office	Zonal Chief Engineer/ C.E. (Head Quarters)/C.E.(Planning) as the case may be	Principal Secretary / Secretary, P.W.D.
Executive Engineer posted in a Division which is directly under C.E.	Concerned Assistant Chief Engineer	Concerned Chief Engineer	-Do-
Executive Engineer posted in the Circle Office	Superintending Engineer of the Circle Office	Zonal Chief Engineer/ C.E. (Head Quarters)/C.E.(Planning) as the case may be	-Do-
Executive Engineer posted in the Office of the Zonal C.E.	Assistant Chief Engineer of the Zonal Office.	Zonal Chief Engineer	-Do-
Executive Engineer posted in the directorate.	Assistant Chief Engineer of the Head Quarters.	Chief Engineer, Head Quarters.	-Do-

ii) West Bengal Service of Engineers

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Assistant Engineer posted in the Sub Division Office	Executive Engineer of the Division Office	Superintending Engineer of the Circle Office	E-in-C & E.O. Secy., P.W.D.
Assistant Engineer posted in the Division Office	-Do-	-Do-	-Do-
Assistant Engineer posted in the Circle Office	Superintending Engineer	Zonal Chief Engineer/ C.E. (Head Quarters)/C.E.(Planning) as the case may be	-Do-
Assistant Engineer posted in the Office of the Zonal C.E.	Executive Engineer of the office of the Zonal C.E.	Zonal Chief Engineer	-Do-
Assistant Engineer posted in the directorate.	Executive Engineer of the office of the C.E., Head Quarters	Assistant Chief Engineer	-Do-

iii) West Bengal Sub-Ordinate Service of Engineers

The Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Authority
Sub- Assistant Engineer posted in the Sub Division Office	Assistant Engineer of the Sub-Division Office	Executive Engineer of the Division Office	Zonal Chief Engineer.
Sub- Assistant Engineer posted in the Division Office	Executive Engineer of the Division Office	Superintending Engineer of the Circle Office / Assistant Chief Engineer of the Zonal Office or the Head Quarters, as the case may be.	Zonal Chief Engineer / Chief Engineer Head Quarters as the case may be.
Sub- Assistant Engineer posted in the Circle Office	Superintending Engineer of the Circle Office	Not required.	Zonal Chief Enigneer / Chief Engineer Head Quarters as the case may be
Sub- Assistant Engineer posted in the Office of the C.E.	Executive Engineer of the Office of the C.E.	Assistant Chief Engineer of the Zonal Office or Head Quarters, as the case may be.	Zonal Chief Engineer / Chief Engineer Head Quarters as the case may be

APR should be initiated and submitted to the Reporting Officer within 1st week of April of the next financial year.

The filled-in APR shall be submitted by an Officer to the concerned Reporting Officer under whom he is/was attached to on the day of 31st March of that financial year.

By the order of the Governor

Sd/-

Principal Secretary to the
Government of West Bengal,
Public Works Department.

No. 2648/1(100)-E

Date: 25.08.2014

Copy forwarded for information and necessary action to:-

1. The O.S.D. to M.I.C., P.W.D.
2. The Principal Secy., P & AR Deptt.
3. The Principal Secy., Finance Deptt.
4. The Principal Secy., P.W.D.
5. The Chairman, Public Service Commission, West Bengal.
6. The Secretary, Public Service Commission, West Bengal.
7. The Secretary, Housing Deptt.
8. The E-in-C & E.O.Secy., P.W.D.
9. The Chief Engineer, _____ Dte.
10. The Chief Engineer(Electrical) - I/II, P.W. Dte.
11. The C.G.A. & E.O. Chief Engineer, P.W.Dte.
12. The Superintending Architect, _____.
13. The Assistant Chief Engineer/Superintending Engineer, _____.
14. The Architect _____.
15. The _____ Department.
16. The Joint Secretary, P.W.D./P.W.D., Roads Wing.
17. The Departmental Promotion Committee, P.W.D.
18. HRBC/HIDCO/KMC/Wakf Board.
19. The E.E., IT Cell, P.W.Dte. for immediate uploading.
20. The Guard File.
21. _____.

This may be intimated by the respective offices to all concerned, as and where applicable.


Deputy Secretary-II, P.W.D.