

**GOVERNMENT OF WEST BENGAL  
PUBLIC WORKS DEPARTMENT  
ESTABLISHMENT BRANCH  
WRITERS' BUILDINGS, KOLKATA-1.**

No.3292(4)-E/E-IV/14M -26/12(Pt.-II)

Dated : 07/11/2014.


From : The Assistant Secretary to the Govt. of West Bengal, Public Works Department.

To : i) The Chief Engineer, Head Quarter, Public Works Directorate.  
ii) The Chief Engineer(Electrical), Head Quarter & Planning, Public Works Directorate.  
iii) The Chief Govt. Architect & Ex-officio Chief Engineer, Public Works Directorate.  
iv) The Chief Engineer(Roads), Public Works(Roads) Directorate.

Sub : **Allotment of fund for purchasing Stationary Articles during the financial year 2014-2015.**

The undersigned is directed to send herewith a copy of Finance Department Organisation and Method Branch, Memo No.8-O&M(K) dated 25<sup>th</sup> August 2014 on the subject cited above for his kind information and necessary action with a request to circulate the same to all the Engineers/Officers under his control.

Encl : **As stated.**

  
Assistant Secretary-III,  
Public Works Department

No.3292/1(6)-E

Dated : 07/11/2014.

Copy alongwith copy of Memo No.8-O&M(K) dated 25<sup>th</sup> August 2014 forwarded for information and necessary action to :-

- 1) The Engineer-in-Chief, P. W. Directorate.
- 2) The Financial Advisor, P. W. Department.
- 3) The Joint Secretary, P. W. Department.
- 4) The Registrar, P. W. Department.
- 5) The Audit & Accounts Officer, P. W. Department.
- 6) The I.T. Cell, P. W. Department.

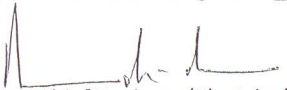
  
Assistant Secretary-III,  
Public Works Department

No.3292/2(50)-E

Dated : 07/11/2014.

Copy forwarded for information and necessary action to :-

- 1) The Superintendent Governor's Estate, Raj Bhavan, Kolkata-69.
- 2) The Superintending Engineer, \_\_\_\_\_ Circle, P.W. Directorate.
- 3) The Executive Engineer, \_\_\_\_\_ Division, P.W. Directorate.

  
Assistant Chief Engineer(Electrical),  
H.Q. & Planning, P. W. Directorate

  
Asstt. Chief Engineer-Cadre Management,  
Public Works Directorate.

*Comp  
Sami Ghosh*

GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
ORGANISATION AND METHODS BRANCH  
NABANNA, MANDIRTALA, HOWRAH-711 102

No. 8 -O&M(K).

Dated, Howrah the 25<sup>th</sup> August, 2014.

**MEMORANDUM**

**Sub: Allotment of fund for purchasing stationery articles during the financial year 2014-15**  
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The undersigned is directed to state that the Superintendent of Stationery, Govt. of West Bengal, Alipur is required to purchase stationery articles including different kinds of papers for printing of different types of Forms etc. for the Govt. Offices located in the entire districts of Howrah, Hooghly, North & South 24 Parganas, Kolkata Corporation Area, Bidhannagar Area and also for different Govt. Presses and then supply those to the respective Offices as per their indents against their allotment as shown in Annexure A and Annexure B amounting to Rs.1,06,50,000/- (Rupees one crore six lakh fifty thousand) only and Rs.61,00,000/- (Rupees sixty one lakh) only respectively.

The Governor has been pleased to accord sanction an expenditure of Rs.1,67,50,000/- (Rupees one crore sixty-seven lakh fifty thousand) only for purchasing stationery articles & papers after due observance of the relevant financial rules for supplying the same to the respective offices as per their indents and the allotment of the said amount is placed through e-bantan at the disposal of the Superintendent of Stationery, Govt. of West Bengal, Alipur.

The Charge is debitible to the Head "2058 - Stationery & Printing - 00 -101- Purchase and Supply of Stationery Stores - NP - Non Plan - 001 - Purchase of Stationery Stores - 21- Materials & Supplies/Stores & Equipment - 04 - Others - V" in the budget for the year 2014-2015 under Demand No.18 (Code: 2058 - 00 - 101 - NP - 001 - 21 - 04 - V).

This order issues in exercise of the Powers delegated under Finance Deptt.'s Memo No.500-F.B. dated 30.07.2014.

*29/8/14*  
Joint Secretary to the  
Government of West Bengal,  
Finance Department.

No. 8 /1(6)-O&M(K).

Dated, Howrah the 25<sup>th</sup> August, 2014.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) The Pay and Accounts Officer, Kolkata Pay and Accounts Office 81/2/2, Phears Lane, Kolkata-700 012.
- 3) The Superintendent of Stationery, Government of West Bengal, 38, Gopalnagar Road, Kolkata-700 027 for information and necessary action with the request to send a copy of the relevant G.O./G.O.s sanctioning every expenditure out of the fund placed at his disposal under the aforesaid head of Accounts and utilization certificate in that respect to the Finance (O&M) Deptt. positively in time within this financial year.

He is also requested to send this Department a statement for the year 2014-2015 showing the following information :

- a) The actual amount of purchase made by him during the aforesaid year (Stationery and paper to be shown separately).
  - b) The amount of demand / requisition received from different Departments / Directorates / Offices and the value of articles actually supplied (office-wise paper and stationery articles to be shown separately) showing the name(s) of the Offices and addresses clearly.
  - c) The occasion on which and the items of stationeries this could not be supplied showing the specific reason behind it.
  - d) The names of the officers with full addresses which failed to place indent during 2013-2014.
- 4) The Treasury Officer, Alipur, Unit-II, South 24 Parganas, New Treasury Buildings, Kolkata - 700 027.
  - 5) The Commerce & Industries Department, 4, Camac Street, Kolkata - 700 016.
  - 6) The Finance (Budget) Department, Government of West Bengal.

*29/8/14*  
Joint Secretary to the  
Government of West Bengal,  
Finance Department.

P.T.O

E-17/Dy. No. - 418 dt. 15.8.14

No. 8 /2(100)-O&M(K).

Dated, Howrah the 25<sup>th</sup> August, 2014.

Copy forwarded for information and necessary action to :-

1) The Public Works Department,  
Government of West Bengal, Writing Buildings, Kol - 700004

with the request to circulate it to their sub-ordinate offices. They are also requested to intimate this office full addresses of all the offices under the administrative control as shown in Annexure-'A' Any addition / alteration / deletion in respect of the offices, if any, should also be intimated along with changes of addresses.

The offices located in the entire districts of Hooghly, Howrah, North and South 24-Parganas and offices located within Kolkata Corporation and offices in the Salt Lake area will collect their stationery articles against their allotments as shown in Annexure-'A' from Government Stationery Office, Alipur after duly placing indent. The total allotment as per Annexure-A is Rs.1,06,50,000/- (Rupees one crore six lakh fifty thousand) only.

They are also requested to furnish this Department a report stating :

- i) Whether they are facing any difficulties in receiving stationeries from Government Stationery Office and
- ii) The actual amount of stationery articles they requisitioned and which were actually supplied by the Stationery Office.

*29/8/14*  
Joint Secretary to the  
Government of West Bengal,  
Finance Department.

No. 8 /3(5)-O&M(K).

Dated, Howrah the 25<sup>th</sup> August, 2014.

Copy forwarded for information and necessary action to :-

- 1) The Press and Forms Manager (Jail Press), Government of West Bengal, 36 Judges Court Road, Kolkata-700 027.
- 2) The Superintendent of Government Printing, Government of West Bengal, 4 Units of 38, Gopalnagar Road, Kolkata-27.
- 3) The Superintendent of Government Printing, Government of West Bengal, 4 Units for Kadapara Unit, 46/1 Narkeldanga Main Road, Kolkata-700 054.
- 4) The Assistant Superintendent of Government Printing, West Bengal In-Charge of Secretary to Governor's Press, Raj Bhavan, Kolkata-700 062.
- 5) The Director of Land Records and Surveys, Government of West Bengal, Survey Building, 35, Gopalnagar Road, Kolkata-700 027.

They are requested to collect stationery articles and papers (Papers for printing different Govt. Forms) against their allotments as shown in Annexure-B from Government Stationery Office, Alipur after duly placing indent. Total allotment as per Annexure-B is Rs.61,00,000/- (Rupees sixty one lakh) only.

They are also requested to furnish this Department a report stating :

- i) Whether they are facing any difficulties in receiving stationeries from Government Stationery Office and
- ii) The actual amount of stationery articles they requisitioned and which were actually supplied by the Stationery Office.

*29/8/14*  
Joint Secretary to the  
Government of West Bengal,  
Finance Department.

Sl.No.	Name of the Departments/Officers who will collect Stationery Articles through Indents against fund allocated	Allotment sanctioned 2014-15
(1)	(2)	(3)
<b>42. Public Works Department</b>		
485	Public Works Department, Writers' Buildings, Kolkata	30,000/-
486	Director of Archaeology, 33, C.R. Avenue, 1 <sup>st</sup> Floor, Kolkata-12	4,000/-
487	Chief Government of Architect, Writers' Buildings, Kolkata	24,000/-
488	Superintendent Engineer, Planning Monitoring Circle, Public Works Department, Writers' Buildings, Kolkata	5,000/-
489	Asstt Engineer-in-Charge, C.S.'s Drawing Office, Public Works Department, Writers' Buildings, Kolkata, abolished and merged in the office of C.E., P.W. Headquarter, Nabanna	5,000/-
490	Superintending Engineer, Presidency Circle, Public Works Department, NS Buildings, Block-C, 1 <sup>st</sup> Floor, Kolkata	14,000/-
491	Superintending Engineer, Western Circle-II, Public Works Department, Sarat Sarani, Kodalia (Stackyard), P.O.- Bandel, Dist. Hooghly, Pin.- 712123.	16,000/-
492	Superintending Engineer, Presidency Electrical Circle, Public Works Department, N.S. Building, Block-C, 2 <sup>nd</sup> floor. K.S. Road, Kolkata-1	8,000/-
493	Superintending Engineer, South Western Electrical Circle, PWD Complex, P.O.- Midnapore, Dist.- Paschim Midnapore, Pin.-721101.	6,000/-
494	Superintending Engineer, Central Electrical Circle, Public Works Department, 184 C.R. Das Road, Berhampore, Murshidabad- 742101	8,000/-
495	Superintending Engineer, Health Electrical Circle, KIT Annex Buildings, 3 <sup>rd</sup> floor. P-16, India Exchange Place Extension. Kol-700073.	8,000/-
496	Executive Engineer, Bidhannagar Electrical Division, Purta Bhawan, Room No. 108, 2 <sup>nd</sup> Floor, Salt Lake, Kolkata-91	4,000/-
497	Executive Engineer, Hooghly Electrical Division, P.O.- Hooghly, Chak Bazar Division, Hooghly, Pin.-712103.	4,000/-
498	Executive Engineer, West Kolkata Electrical Division, N.S. Building, Block-B, 8 <sup>th</sup> floor, I, K.S. Roy Road Kolkata-1	4,000/-
499	Superintending Engineer, Public Works Department, Bidhannagar Circle, Purta Bhawan, DF. Block, Sector-I, Salt Lake, Kolkata-91	5,000/-
500	Executive Engineer, Public Works Department, Bidhannagar West Division and three Sub-Division, Purta Bhawan, Salt Lake, Kolkata-91	6,000/-
501	Executive Engineer, Public Works Department, North Kolkata Health Division and three Sub-Division, KIT Annex Buildings, 4 <sup>th</sup> floor. P-16, India Exchange Place Extension. Kol-700073.	8,000/-
502	Executive Engineer, Central Kolkata Health Electrical Division. P-12, CIT Road, 1 <sup>st</sup> floor Kolkata- 700014.	4,000/-
503	Executive Engineer, Electrical Construction Division, Moulali. P-12, CIT Road, Kolkata- 700014.	4,000/-
504	Executive Engineer, Kolkata Electrical Division, 45, Ganesh Chandra Avenue, 3 <sup>rd</sup> floor, Kolkata-13	4,000/-
505	Executive Engineer, Kolkata Central Electrical Division, P-12, CIT Road, Kolkata- 700014.	3,000/-
506	Executive Engineer, South Kolkata Health Electrical Division, 75, Diamond Harbour Road, Kolkata-23	4,000/-
507	Superintending Engineer, Kolkata Electrical Circle, KIT Annex Building P-16, India Exchange Place Extension, Kolkata-73	4,000/-
508	Superintending Engineer, Eastern Circle, 48, Ganesh Chandra Avenue, 4 <sup>th</sup> Floor, Kolkata-13	17000/-
509	E.S.I. Hospital Construction Division, with Sub-Division under Superintending Engineer, C.S., Purta Bhawan, Salt Lake, Kolkata-91	6,000/-
510	Hooghly Division under the control of Western Circle No.-II, Public Works Department, Hooghly	6,000/-
511	Howrah Division under the control of Nabanna Circle, Public Works Department	6,000/-
512	Executive Engineer, Design Division No.-I, P-16, India Exchange Place Extension, C.I.T. Buildings, 2 <sup>nd</sup> Floor, Kolkata-73	4,000/-
513	Executive Engineer, Design Division No.-II, P-16, India Exchange Place Extension, C.I.T. Buildings, 2 <sup>nd</sup> Floor, Kolkata-73	4,000/-

514	Executive Engineer, Design Division No.-III, Bhabani Bhawan	4,000/-
515	Executive Engineer, Barasat Division, North 24 Parganas	6,000/-
516	Superintendent, Governor's Estate, Raj Bhawan, 2, Larkin Lane, Kolkata-62	5,000/-
517	Superintending Engineer, Southern circle (PWD), Lake Gardens	4,000/-
518	Nabanna Circle, Public Works Department, Purta Bhawan, Salt Lake, Kolkata-91	8,000/-
519	Superintending Engineer, Health Circle, 3, Commissariat Road, Kolkata-22	4,000/-
520	Bhabani Bhawan, Alipur, Kolkata-27	4,000/-
521	Erstwhile Construction Division renamed as Hooghly Construction Division, Sarat Sarani, Kotalia, P.O. Bandel. Hooghly	4,000/-
522	Central Kolkata Division-I, 3 Commissariat Road, Kolkata-22	4,000/-
523	Kolkata South Division, 3 Commissariat Road, Kolkata-22	4,000/-
524		4,000/-
525	Construction Division-V, Howrah, 2.MG. Road, Howrah.	4,000/-
526	Executive Engineer, Public Works Department, Diamond Harbour Division, Diamond Harbour	12,000/-
527	Superintending Engineer, Public Works Department, KIT Building, Ground floor, P-16, India Exchange Place Extension, Kolkata-73	8,000/-
<b>Total</b>		<b>3,04,000/-</b>
<b>43. Public Works (Roads) Department</b>		
528	Public Works (Roads) Department, Khadya Bhawan, Block-A, 11-A, Mirza Galib Street, Kolkata-87	20,000/-
529	Chief Engineer (Roads) / Chief Engineer (NH), Public Works (Roads) Directorate, Writers' Buildings, G Block, 4 <sup>th</sup> Floor, Kolkata-1	25,000/-
530	Chief Engineer and Director, Road and Building Research Institute, P.O. Palianhat, Dist.- South 24 Parganas, Kolkata-104	6,000/-
531	Superintending Engineer, Bridge Planning Circle, Public Works (Roads) Directorate, Bhabani Bhawan, New Building, 1 <sup>st</sup> Floor, Kolkata-27	4,000/-
532	Executive Engineer, HW Design Division No.-I, Public Works (Roads) Directorate, Bhabani Bhawan, Kolkata-27	3,000/-
533	Executive Engineer, HW Design Division No.-II, Public Works (Roads) Directorate, Bhabani Bhawan, Kolkata-27	3,000/-
534	Executive Engineer, HW Design Division No.-III, Public Works (Roads) Directorate, Bhabani Bhawan, Kolkata-27	4,000/-
535	Executive Engineer, HW Design Division No.-V, Public Works (Roads) Directorate, Bhabani Bhawan, 2 <sup>nd</sup> Floor, Kolkata-27	4,000/-
536	Superintending Engineer, NH Circle-I, Purta Bhawan, Room No.-313 and 313A, 3 <sup>rd</sup> Floor, Salt Lake, Kolkata-91	5,000/-
537	Executive Engineer, Central NH Division	4,000/-
538	Executive Engineer, NH Division-IV, Purulia	4,000/-
539	Superintending Engineer, NH Circle-II, Purta Bhawan, Suri, Birbhum	8,000/-
540	Executive Engineer, NH Division-V, Salt Lake	4,000/-
541	Superintending Engineer, Mechanical Circle, 9A, Esplanade East, Kolkata-69	8,000/-
542	Executive Engineer, Mechanical Division-I, Lake Gardens ROB, Rabindra Sarobar, Kolkata-29	4,000/-
543	Executive Engineer, Mechanical Planning Division, Baguiati Mechanical Complex, 2 <sup>nd</sup> Floor, Deshbandhu Nagar, Baguiati, Kolkata-59	4,000/-
544	Superintending Engineer, Deshbandhu Nagar, Baguiati, Kolkata-59	4,000/-
545	Executive Engineer, 1B, Convent Road, Kolkata-14	3,000/-
546	Superintending Engineer, Southern Highway Circle, Bhabani Bhawan, New Building, 4 <sup>th</sup> Floor, Kolkata-27	4,000/-
547	Executive Engineer, Howrah HW Division, Howrah	4,000/-
548	Executive Engineer, South 24 Parganas Highway Division, Bhabani Bhawan, New Building, 6 <sup>th</sup> Floor, Kolkata-27	6,000/-