

PUBLIC WORKS DEPARTMENT, GOVT. OF WEST BENGAL

As per Clause 4(1)(b) (i), (ii) of RTI Act, 2005

MINISTER-IN-CHARGE - SHRI MOLOY GHATAK

Sl. No.	Name	Designation	Function and Duties
1.	ONKAR SINGH MEENA, IAS	PRINCIPAL SECRETARY	<ul style="list-style-type: none">❖ Head of the Department.
2.	SUMANTA KUMAR GHOSH, IAS	SECRETARY	<ul style="list-style-type: none">❖ Land Acquisition and Land Matters of Department.❖ All Cases of inter Departmental Transfer of Land of the Department.❖ Matters related to direct land purchase of the department till approval from the Standing Committee.❖ Audit matters of the Department.❖ Establishment matters of all Gr.-A cadres in Secretariat and directorate under PWD from the rank of Executive Engineers, Architects.❖ Vigilance Matters of all cadres in secretariat and Directorates under PWD.❖ Assembly questions and Assembly matters arising out of his work.❖ Legal matters arising out of his work as well as other legal matters as will be referred by the Principal Secretary, PWD.❖ Any other matter assigned to him by the Additional Chief Secretary/Principal Secretary/Secretary from time to time.
3.		ENGINEER IN CHIEF	<ul style="list-style-type: none">❖ Technical Head of the Department and Directorate.
4.	APURBA BHOWMIK	JOINT SECRETARY (Personnel)	<ul style="list-style-type: none">❖ Approval Authority for Medical reimbursement case upto limit of Rs. 1 Lakh for indoor Treatment and 10,000/- for O.P.D. Treatment.❖ Issues relating to RTI Act, 2005 and Appellate Authority.❖ Training matters of all cadres in Secretariat and Directorate under the department.❖ Establishment matters of All Gr.-A cadres in Secretariat and Directorates under the PWD in the Rank of Assistant Engineers, Junior Engineers, Assistant Architects etc.❖ Matters relating to MBL, WSFL and BEL.❖ Allotment of Budgetary provision under

			<p>different establishments for pay and wages.</p> <ul style="list-style-type: none"> ❖ Departmental NOC issuing authority for Passport. ❖ General matters of all Gr.-A cadres in Secretariat and Directorate under PWD. ❖ Assembly question and Assembly matters arising out of his work. ❖ Legal matter arising out of his Work. ❖ Nodal officer for close monitoring of important court cases relating to PWD. ❖ Any other matter assigned to him by the Additional Chief Secretary/Principal Secretary/Secretary from time to time.
5.	AMIT BISWAS	JOINT SECRETARY (Roads)	<ul style="list-style-type: none"> ❖ Liaison officer for works relation to other Government Departments. He will monitor the works on daily basis. ❖ Matters related to RIDF for PW(Roads)Dte. ❖ Samiksha Monitoring. ❖ Nodal Officer for Paschimanchal Unnayan Parshad. ❖ Assembly question and Assembly matters arising out of his work. ❖ Legal matter arising out of his work. ❖ Any other matter assigned to him by the Additional Chief Secretary/Principal Secretary/Secretary from time to time.
6.	GOUTAM KUMAR GHOSH	JOINT SECRETARY (Project and Co-ordination)	<ul style="list-style-type: none"> ❖ Co-ordinator between P.W.Dte. P.W.(R). Dte. In technical matters relating to roads project. ❖ All matters of National Highway and Central Aided Programs like CRF/ISC etc. i.e. all matters of NH Wing. ❖ All matters relating to externally aided project. ❖ All matters related to NHAI and NHIDCL. ❖ Preparation of reports and returns related to Works of P.W.Dte. and P.W.(Roads). Dte. ❖ Processing of all Road/Bridge/Flyover/Underpass works costing more than 25 crores under PWD. ❖ Matter related to WBHDCL. ❖ Matter related to Annual report of PWD. ❖ E-office and e-Governance. ❖ CMO Grievance portal. ❖ Special infrastructure Project. ❖ Departmental Planning and Monitoring. ❖ Matters related to Accounts and Budget of P.W.(R).Dte. ❖ Processing of all Roads Work Costing up to 25 crores.

			<ul style="list-style-type: none"> ❖ Matters related to other institutional financed programmes relating to PW(R)Dte. ❖ Schemes related to Finance Commission/BADP/BRGF. ❖ Disaster Management. ❖ CMO grievance portal. ❖ Assembly question and Assembly matters arising out of his work. ❖ Legal matter arising out of his work. ❖ Any other matter assigned to him by the Additional Chief Secretary/Principal Secretary/Secretary from time to time.
7.	AMIT BISWAS	JOINT SECRETARY (Works)	<ul style="list-style-type: none"> ❖ Matter related to works of P.W.Dte. ❖ Matters related to Accounts and Budget of P.W.Dte. ❖ All cases of Compassionate Appointment in the Department. ❖ Common Service Branch. ❖ Ease of doing business/Right of way permission/Approach permission. ❖ Administrative Calendar. ❖ Assembly question and Assembly matters arising out of his work. ❖ Legal matter arising out of his work. ❖ Preparation of reports and returns to CMO ❖ Any other matter assigned to him by the Additional Chief Secretary/Principal Secretary/Secretary from time to time.
8.	RANJIT MAJUMDAR	DEPUTY SECRETARY (Admin)	<ul style="list-style-type: none"> ❖ Establishment matters of all Sectt. Staffs of PWD. ❖ General matters of all Sectt. Staffs of PWD and Caretaking Staffs of Writers' Buildings. ❖ Allotment space for different offices. ❖ Allotment of Banga Bhavan at New Delhi, State Guest house at Kolkata and Siliguri. ❖ Legal matters arising out of Works. ❖ Matters related to W.B.Health Scheme & Medical Cell in PWD. ❖ Pension sanctioning authority for all staff whose service books are maintained by PWD. ❖ Any other matters as assigned by the higher authorities.
9.	ASHIS CHAKRABORTY	DEPUTY SECRETARY (LA &Vigilance)	<ul style="list-style-type: none"> ❖ Vigilance matters of all cadres of P.W.Dte., P.W.(Roads)Dte and Secretariat Staff. ❖ Custodian of Property returns and Assets declaration statements. ❖ Matters related to Audit Branch, LA Branch PWD. ❖ Legal matters arising out of his works.

			<ul style="list-style-type: none"> ❖ He will act as convener of the Departmental Audit Committee. ❖ Any other matters as assigned by the higher authorities.
10.	BABLU BISWAS	DEPUTY SECRETARY	<ul style="list-style-type: none"> ❖ Telephone Bill of all the offices of this Department and Directorate. ❖ I.T Cell. ❖ Make Agreement between BSNL,RBI with this Department. ❖ Miscellaneous Matter. ❖ Any other matters as assigned by the higher authorities.
11.	SOMENATH MUKHERJEE	FINANCIAL ADVISOR	<ul style="list-style-type: none"> ❖ Render advice to Principal Secretary/Secretary on financial matters including procurement proposals which would otherwise have required concurrence of Finance Dept. ❖ To screen all expenditure proposals requiring to be referred to Finance Dept. for concurrence of comments. ❖ Ensure maintenance of accounts of expenditure against grant of Appropriations. ❖ To advice DDOs in proper maintenance of Accounts. ❖ To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warning to Controlling Authority where the progress expenditure is not even. ❖ To screen the proposals for supplementary demands for grants. ❖ Monitoring Non-tax revenue receipts. ❖ To watch the settlement of audit objections, inspection reports, draft audit paras, etc. ❖ To ensure prompt action on audit reports and Appropriation Accounts, reports on public accounts committee on public undertaking. ❖ To ensure regular and timely submission of reports to the Finance Dept. and to ensure immediate uploading of release funds on the website of the Finance Dept. ❖ To ensure timely submission of monthly reports on the releases made during the month by the 7th DA to the Finance(Budget) Dept. ❖ Be involved for effective functioning and financial management of PSUs under the Department.

12.	SIDDHARTHA BARDHAN	TECHNICAL SECRETARY	<p>Look after all Legal matters/ Court Cases as to the Encroachment /Acquisition/ Money suit/Payment on compensation of land and cases relating to service matters of the staff & officers arising out of any corner of the department / branches/wings/directorate as a in charge of centralized Law and Arbitration Cell, Public Works Department .</p> <p>Acting as Nodal officer of all Arbitration Matters arising out of any corner of the department/branches/wings/directorate.</p> <p>Any other matters assigned by the higher authority.</p>
13.	KALYAN KUMAR KUNDU, WBS	SPL. LAW OFFICER & EX-OFFICIO DEPUTY SECRETARY	<ul style="list-style-type: none"> ❖ Looking after Court Cases and litigations of this department and offer legal opinion ❖ Any other legal matter assigned by the higher authority.
14.	SAURANGSHU LAL NAG, WBS	SENIOR LAW OFFICER & EX-OFFICIO ASSISTANT SECRETARY	<ul style="list-style-type: none"> ❖ Looking after Court Cases and litigations of this department and offer legal opinion ❖ Any other works assigned by the higher authority.
15.	OLIVE KUMAR GHOSH	DEPUTY FINANCIAL ADVISOR	<ul style="list-style-type: none"> ❖ Will function to assist in all matters assigned to him by the Financial Advisor. ❖ Will function to assist in all financial matters assigned to him by the Principal Secretary.
16.	SUDIP NATH CHANDRA	ASSISTANT SECRETARY-I	<ul style="list-style-type: none"> ❖ Matter related to online SAR. ❖ Matter related to online Joining & release of the employee of this Dept. ❖ Matter related to online Cadre change of employee. ❖ Matter related to HRMS of Dept./Directorate. ❖ Matter related to Promotion,MCAS. ❖ Any other matter as assigned by the higher authority.
17.	PROVASH CHANDRA MANDAL	ASSISTANT SECRETARY- II	<ul style="list-style-type: none"> ❖ Establishment matter of Sectt. Staff. ❖ Works of C.S.Branch in respect of booking of different bungalows and to Act as Licensing Authority for different R.H.Es under PWD. ❖ All matters of General Branch, purchasing of stationery articles & computer related purchase and maintenance. ❖ All matters related to leave cell under PWD(Sectt/Dte.) ❖ Promotion matters of Directorate Cadres (Gr. B.C & D cadres) ❖ Any other matter as assigned by the higher

			authority
18.	SUJIT KUMAR GHOSH	ASSISTANT SECRETARY-III	<ul style="list-style-type: none"> ❖ All matters related to Medical cell. ❖ All matter related to Budget Cell. ❖ Matter related to training (Sectt./Dte cadres). ❖ RTI MATTERS (spio). ❖ Miscellaneous matters of Dte Cadres (Gr. B, C, D Cadres) ❖ Nodal officers in respect of Gr.-A officers of Sectt Cadres. ❖ All maters related to leave cell under PWD(RoadWing) Sectt./Dte. ❖ Any other matter as assigned by the higher authority
19.	RAJENDRA KUMAR CHAUHAN	ASSISTANT SECRETARY-IV	<ul style="list-style-type: none"> ❖ Matter related to Public Grievance, Roads, Over Bridges. ❖ Permission for laying water pipelines with PHE Dept. Etc., ❖ Matter related to Accounts and Budgets etc.
20.	DEBABRATA OJHA	ACCOUNTS OFFICER & EX-OFFICIO ASSISTANT SECRETARY	Function as Drawing & Disbursing Officer of Public Works Department.

PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL
As per clause 4 (1) (b) (i) & (ii) of RTI Act, 2005

Administrative Set up of Public Works Department

The total organizational set up for construction, improvement and maintenance of the civil & electrical constructional activities under Public Works Directorate, Public Works (Electrical) Directorate, Architecture wing and Social Sector and improvement/maintenance of the road sector under PW (Roads) Directorate in different wings are under the administrative control of Public Works Department headed by the Principal Secretary/Secretary, Public Works Department. The Engineer-in-Chief & Ex-Officio Secretary looks after the overall technical matters of P.W. and P. W. (Roads) Directorate. There are four post of Joint Secretaries, three posts of Deputy Secretary and one post of Officer on Special Duty & Ex-officio Assistant Secretary, three posts of Assistant Secretary, five post of Officer on Special Duty, Two Registrars, One Technical Secretary, Two Law Officers to look after the entire technical and administrative part of the P. W. Department through different branches named Establishment Branch, Accounts Branch, Works Branch, Audit Branch, C.S. Branch, General Branch, Pay Entitlement Branch, Routine Branch, Cash and Pay Section, and also Pension Cell, R.T.I. Cell, Medical Cell, Grievance Cell, Leave Cell and Law Cell all under establishment branch work independently. There is also a Vigilance Cell within the establishment branch to look into the concerned matters. Each of the branches is being supervised by Section Officer and Head Assistant, assisted by Upper Division Assistant, Lower Division Assistant, Senior Supervisory Grade Typist, Supervisory Grade Typist, Grade - I Typist, Basic Grade Typist, Record Supplier and Peons. More over there is a post named Technical Secretary to look after Law matters, Arbitration matters.

The present distributions of works among different branches are stated below:-

● **Establishment, Pension, Medical and Vigilance Cell:-**

Setup:	Section Officer	—	7
	U.D. Assistant	—	23
	L.D. Assistant	—	17
	Miscl. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	—	4
	Peon	—	5

Activities:

The Branch deals with the supervision of establishment matters of the Department and Directorates which includes appointment, transfer and posting of all service cadres within the jurisdiction of the Department, reviewing their service conditions and creation and retention of the offices, monitoring participation of the cadres in different trainings, seminars and symposiums, and pay matters of the staff under P. W. Department.

Pension Cell in respect of pensioner benefits, Medical Cell in respect of Health Scheme, Vigilance Cell in respect of vigilance matters, Right to Information Cell, Grievance Cell and Leave Cell provide necessary assistance to all the branches for performing their duty as and when required.

● **Accounts Branch:-**

Setup:	Section Officer	—	2
	Head Assistant	—	2
	U.D. Assistant	—	6
	L.D. Assistant	—	5
	Miscl. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	—	2
	Peon	—	3

Activities:

The Branch deals with overall accounting procedure of the Department, preparing annual budget of the Department, placement of funds to the Chief Engineers of P. W. Directorates and P. W. (Electrical) Directorates for works under different heads of budget; post budget activities e.g. scrutinizing expenditure reports, re-appropriation, regularization of excess expenditure, reconciliation of Departmental accounting figures and scrutinizing performance reports of different projects and scrutinizing reports for condemnation of departmental assets.

● **Works Branch:-**

Setup:	Section Officer	—	1
	Head Assistant	—	2
	U.D. Assistant	—	7
	L.D. Assistant	—	5
	Miscl. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	—	2
	Peon	—	2

Activities:-

The Branch deals with overall planning procedure of the Department, formulation of different long term and short term plan programmes in the road sector such as annual Plans and Five Year Plans and monitor it by scrutinizing and sanctioning different schemes over different constructional activities under different Plan Programmes, prepares Cabinet Memorandum and take action about the Assembly matters related to P.W. Department. The branch also deals with all land acquisition cases in different districts of West Bengal, related to any plan programme under P.W. Department. This branch also deals with appointment on compassionate ground.

Audit Branch:-

Setup:	Section Officer	—	1
	Head Assistant	—	1
	U.D. Assistant	—	5
	L.D. Assistant	—	1
	Miscl. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	—	1
	Peon	—	1

Activities:

The Branch scrutinizes the contract management, terms and conditions in tenders for Government approval, review anomalies of tenders, Inspection Reports of Auditor General, Reports of Comptroller & Auditor General related to P.W. Department for monitoring from the Government's end.

- **C.S. Branch:-**

Head Assistant	—	2
U.D. Assistant	—	5
L.D. Assistant	—	3
Miscl. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	—	1
Peon	—	2

Activities:

The Branch deals with all related matters in respect of tenancy and leased accommodation and possession in different housing estates and lands under P.W. Department, and matters related to accommodations in Banga-Bhawan, V.I.P. Guest House at New Delhi and State Guest House at Kolkata.

- **General Branch:-**

Setup:	Section Officer	—	1
	Head Assistant	—	1
	U.D. Assistant	—	4
	L.D. Assistant	—	3
	Miscl. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	—	2
	Peon	—	3

Activities:

The branch deals with supervision of staff facilities as per service condition for all the incumbent concerned in P.W. Department and Directorates, regarding approval for Government loans, granting permission for purchase of any article, G.P. Fund, issuance of Identity Cards for all the departmental staff and also scrutinizes telephone bills, rents, hiring of office buildings, and purchasing of contingency articles for the P.W. Department.

- **Pay Entitlement Branch:-**

Setup:	Head Assistant	—	2
	U.D. Assistant	—	3
	L.D. Assistant	—	2
	Peon	—	1

Activities:

The branch deals with all pay matters of different cadres of P.W. Directorate, P.W. (Electrical) Directorate and Architectural wing particularly for the posting above Superintending Engineer (Civil and Electrical) and Senior Architects and also for cadres posted on deputation and lien.

- **Routine Branch:-**

Setup:	Senior Supervisory Grade Typist	2
	Supervisory Grade Typist	— 4
	Grade - 1 Typist	— 7
	L.D. Assistant	— 1
	Duftri	— 1
	Peon	— 1

Activities:

All the routine works of the deptt such as receiving and dispatch of different letters, articles etc. and typing of all documents are done through this branch.

- **Cash and Pay Section:-**

Setup:-

Section Officer	3
Head Assistant	2
U.D. Assistant	11
L.D. Assistant	7
Misc. Clerk/Asstt. Pay Clerk/ Muharrir/Record Supplier	5
Peon	2

Activities:

The section deals with all pay matters including drawing and disbursement of salaries and other financial allowances to the present and retired staff under P.W. Department and Directorates posted in the Writers' Buildings.

- **Law Cell:-**

Setup:	Section Officer	—	2 (Two)
	Head Assistant	—	2 (two)
	U.D. Assistant	—	2 (two)
	Reference Asst.	—	1 (one)
	Record Supplier	—	1 (one)
	Muharrir Gr. - II	—	1 (one)

Activities:

Law Cell of P. W. (Roads) Department has been functioning from the very beginning under the Establishment Branch of this Department to deal with the legal matters, like:

- (i) The Cases relating to Service matters of the Staff and Officers of P. W. (Roads) Department as well as all the Staff and Officers pertaining to all Divisions and Circle Offices under P. W. (Roads) Directorate.
- (ii) All legal matters as to the acquisition of land for the purpose of construction of Roads & Bridges of P. W. (Roads) Directorate as well as any other litigation on procurement of land viz.

- (a) Title Suit, (b) Discrepancies arising on payment of land compensation etc. for the said purpose.
- (iii) Engagement of State Advocate to defend the State Respondents in each case with the approval of Learned L.R., West Bengal and after engagement, necessary Orders are issued to the concerned Executive Engineer / Superintending Engineer, as the case may be, accordingly, from this Law Cell. Those cases which are related to this Department itself, are looked into for taking necessary follow-up steps with the State Advocate through one Law Officer (on Deputation) of this Department.

The Cases which are dealt with in this Law Cell relate to the Hon'ble Lower Court of different Districts as well as the Hon'ble West Bengal Administrative Tribunal (WBAT) and the Hon'ble High Court at Calcutta. At times when situation arises this cell arranges for filing Special Leave Petitions (SLPs) in the Hon'ble Supreme Court of India, New Delhi.

● **Land Acquisition Branch:-**

Setup:	Section Officer	—	2 (two)
	Head Assistant	—	1 (one)
	U.D. Assistant	—	4 (four)
	L.D. Assistant	—	3 (three)
	Record Supplier	—	1 (one)
	Peon	—	1 (one)

L.A. Branch of this Department is associated with the dealing of all land acquisition matters in different districts of West Bengal. The work is mainly centered on to the sanction of fund meant for Land Acquisition compensation in all L.A. cases under this Department involved in different districts time to time; and also with other related works e.g. (i) payment of Decretal Dues relating to L.A. cases. (ii) L.A. for N.H. and to execute the works of N.H. taken up by NHAI, Government of India in West Bengal, (iii) inter-departmental-transfer of surplus land as & when required in the public interest.

Regarding activities of this Branch during the financial year 2009-10, it is to state that an amount of Rs. 15,53,04,663/- only in exceeding to the admissible limit of 75 % out of the total budget provision of Rs. 20 crores had been sanctioned with due approval of Finance Department, to meet up the L.A. Compensation in 47 Nos. of L.A. Cases in different districts, some of which are expected to be disposed of finally.

● **Planning Branch:-**

Setup:	Section Officer	—	1 (one)
	Head Assistant	—	1 (one)
	U.D. Assistant	—	5 (five)
	L.D. Assistant	—	4 (four)
	Record Supplier	—	1 (one)
	Peon	—	1 (one)

Activities:

As one of the most important and vital working units this Branch is vested with the charge of dealing intensively with over all planning procedure of the Department, formulation of different long-term and short-term programmes in the Road Sector, such as, Annual Plans and Five year plan and

monitoring it by scrutinizing and sanctioning different schemes of Road, Bridge, ROBs / RUBs / Flyover etc. under different plan programmes, prepares Cabinet memorandum and take action about the Assembly matters relating to this Department.

- **Public Grievance & Assistance Branch**

The branch deals with all sorts of grievances related to various problem faced by public from time to time in connection with the normal functioning of the Department & try to dissolve it as per guidelines laid down by Home PAR Department vide their notification no. 1838(150)-PAR (AR), Dated 23rd December, 1998. The Joint Secretary of this Department acts as the Nodal Officer of Public Grievance & Assistance Office.

- **Cash & Pay Section:**

This section deals with all the pay matters of the staff under P. W. (Roads) Department.