



**Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhaban, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091**

No.371 – IB

Dated, 13th October 2017

MEMORANDUM

Sub: Modalities of functioning of the Project Management and Project Implementation Units for implementation of the “West Bengal Major Irrigation and Flood Management Project (WBMIFMP)”, supported by the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB).

Irrigation & Waterways Department has taken up West Bengal Major Irrigation and Flood Management Project (WBMIFMP) with the approval of the State Cabinet accorded in its meeting held on December 18 2015, under co-financing by the World Bank (WB) and Asian Infrastructure Investment Bank (AIIB), jointly in equal proportion for USD 145 million each of the total loan amounting to USD 290 million (70% of the total estimated project cost of USD 413 million). Remaining 30% of the project cost, i.e. USD 123 million would be borne by the State Government. Concurrence of the Finance Department towards taking up the project under external funding was accorded before Cabinet approval, vide their Group-N UO No.2460 dated 16.12.2015. The project aims at modernization of irrigation system, with special emphasis on conjunctive use of ground and surface water in the Damodar Valley Project Command Area of the State, in the districts of Purba & Paschim Bardhaman, Bankura, Hooghly and Howrah and improvement of flood management infrastructure in Lower Damodar Sub-basin, mainly in the districts of Hooghly and Howrah. Subsequently, it was decided to manage and oversee implementation of the project through a dedicated State Project Management Unit (SPMU) and two District Project Implementation Units (DPMUs). The SPMU headed by a Project Director in the rank of Chief Engineer will function from the headquarters at 9th Floor of Jalasampad Bhaban, Bidhannagar, and the DPMUs headed by Additional Project Directors in the rank of Superintending Engineers (Civil) will have headquarters, one presently at Jalasampad Bhaban, Bidhannagar (to be shifted to Howrah in due course) and another at the office premises of Chief Engineer (West) at Kanatnatsal, District Purba Bardhaman. In addition to the dedicated SPMU and 2 DPMUs, four Irrigation Divisions (i.e. Howrah Irrigation Division, Hooghly Irrigation Division, Burdwan Irrigation Division and Right Bank Irrigation Division) under the Irrigation & Waterways Directorate have been identified for implementing field works of the project exclusively, and these Divisions will be designated as District Project Implementation Units (DPIUs) of this Department. Orders for opening of new SPMU and DPMUs, manning of the Department staff in the said SPMU, DPMUs and also in DPIUs along with restructuring and redistribution of jurisdiction of these DPIUs have since been brought out in the Notification on Restructuring of the Irrigation & Waterways Department, vide No.12-W/2017-18 dated 8th August 2017 (Para-7 and Annex – 10 & 11 of the said Notification). In the meantime, creation of six new posts for the SPMU, one for the Project Director in the rank of Chief Engineer, two for Additional Project Directors in the rank of Superintending Engineers, one for Administrative

Officer, one for Controller of Finance and one for Accounts Officer, has since been concurred to by the Finance Department, vide U.O. No.Group-P2/2017-2018/0149 dated 23.05.2017, No.Group-P2/2017-2018/0505 dated 18.08.2017 and No.Group-P2/2017-2018/0430 dated 24.08.2017 and approved by the State Cabinet as decided in its 30th Meeting held on 8th September 2017 and communicated vide Cabinet Secretariat U.O. No.CAB(D)-530 dated 11th September 2017. All the posts will be co-terminus with the project and the latter two posts, i.e. Controller of Finance in the rank of Joint Secretary and Accounts Officer in the rank of Assistant Secretary will be filled up from the Cadre of West Bengal Audit & Accounts Service, under the Finance Department, as stated in the Notification of Post Sanctioning vide I&WD No.72 dated 22nd September 2017.

Sub-units under SPMU and DPMUs and engagement of consultants and other contractual staff in these units as well as in DPIUs

2. The SPMU and DPMUs will have different sub-units for their effective functioning. It has further been decided in consultation with the World Bank and on receipt of concurrence of the Finance Department, to engage consultants, experts and various other categories of contractual staff in the PMUs and PIUs to support the departmental officials and staff, keeping in view the need of adhering to World Bank's norms, regulations, formats for reporting and preparation as well as continuous updation of a separate database on Management Information System (MIS). Details of the sub-units under SPMU and DPMUs, their specific functions and manning of consultants and other contractual staff in these units as well as in the DPIUs have been stated at Annex-1 (Sheet 1/8 to 2/8).

However, it has further been decided that out of the total strength of consultants and other contractual personnel, first phase of engagement during the project preparation period, i.e. upto loan agreement signing (tentatively September 2018), will comprise the following:

Category	No. off in			Total No.
	SPMU	2 DPMUs	4 DPIUs	
Design Specialist (Electrical & Mechanical)	1	0	0	1
Procurement Specialist	1	0	0	1
Software Developer cum MIS & Monitoring Team Leader	1	0	0	1
MIS Manager	0	2	0	2
GIS Analyst	1	0	0	1
Social Development Expert	1	0	0	1
Environment Expert	1	0	0	1
AutoCAD Expert	1	0	0	1
Accounts Manager	1	0	0	1
Stenographer cum Computer Assistant	1	2	0	3
Clerical cum Office Assistant	0	4	13	17

Category	No. off in			Total No.
	SPMU	2 DPMUs	4 DPIUs	
Field Supervisor	0	0	11	11
Data Entry Operator	4	6	15	25
Support Staff (Menial)	10	0	0	10
Total	23	14	39	76

Project officials are directed to initiate action for engagement of above personnel following World Bank's norms and procedures, as per proposal submitted to the World Bank on 'Project Preparation Advance', vide e-mail of Joint Secretary dated 25 September 2017 and observation of the Bank, vide e-mail of the Task Team Leader dated 28 September 2017.

Remuneration of the retired Government Officials & Staff

3. In case of engagement of retired Government officials and staff through Consultancy / H.R. Firms, following norms suggested by the Finance Department in regard to the consolidated monthly payment for such officials and staff are to be followed:
 - i) Accounts Officer : Last pay drawn less pension
 - ii) Other categories of Group-B & Group-C Personnel : Last pay drawn less pension or ₹ 10000 – ₹ 12000 per month whichever is less
 - iii) Data Entry Operator : ₹ 11000 per month as per Finance Department Order No.5859-F(Y) dated

These, however, exclude other charges, overhead and profit of the firms supplying the manpower, which may be additionally charged by such firms, while participating in bids to be invited from the eligible firms.

Functions of the Project Management and Project Implementation Units

4. Broad functions to be performed by the SPMU, DPMUs and DPIUs have been detailed at Annex-2 (Sheet-1/1). Additional functions may be assigned during further progress of the project.

Adoption of World Bank's Procurement Regulations & Standard Procurement Documents

5. It has been decided with the concurrence of the Finance Department that the project will be implemented by adopting World Bank's Procurement Regulations and Standard Procurement Documents, instead of using prevailing bidding documents and contract agreements of the State Government. While offline bidding is permitted for consultancy services, procurement of works, goods and other non consultancy services may be done online, subject to fitment of the bidding templates prescribed by the World Bank in the e-tendering platform of NIC. Existing financial rules of the State Government will be followed in general, during implementation of the project, but in case of any contradiction between

such rules and World Bank's norms or regulations, such norms or regulations of the World Bank shall prevail, having overriding effect.

Delegation of power in respect to sanction of estimate and acceptance of bids

6. Power to accord technical sanction to the estimates by various categories of officers shall be as follows:

Category of Officer	Types of estimates	Limits for sanction of estimates including revised estimates
(1)	(2)	(3)
Executive Engineer in charge of DPIU	Goods, non consultancy services, works and other estimates relating to operation of the DPIU, DPMU or SPMU and estimates proprietary software, IT components etc.	₹ 0.45 crore or less
Superintending Engineer in charge of DPMU	Goods, non consultancy services, works and other estimates relating to operation of the DPIU, DPMU or SPMU and estimates proprietary software, IT components etc.	Above ₹ 0.45 crore and upto ₹ 2.00 crore
Chief Engineer in charge of SPMU	1. – do – 2. Consultancy Services	Beyond ₹ 2.00 crore Any amount

In case of works executed by the Water Resources Investigation & Development Department (WRI&DD), sanction of estimates within the financial limit of Executive Engineers and Superintending Engineers would at par with the limits of equivalent officers of the I&WD working in the PIU and PMU set up as stated above. Executive Engineers of the WRI&DD associated with the implementation of the project shall be considered as head of the deemed DPIUs under that Department and Superintending Engineers of that Department will either be members of that Department in the DPMUs of the I&WD as Nodal Officers or shall be considered as deemed Members of such DPMUs. However, sanction of estimates beyond the power of the Superintending Engineers will be made by the Project Director in charge of the SPMU, in the rank of Chief Engineer, I&WD, to maintain centralized control of SPMU over the project in entirety. Powers delegated to accept bids / proposals and execute contracts to different categories of officers working in the project, have been detailed in Annex-3 (Sheet 1/4 to 4/4). Delegation of such powers for works executed by the WRI&DD will follow similar logic stated above for sanction of estimates. It has been decided with the approval of Finance Department that acceptance of bids / tenders will be fully in-house, in relaxation of prevailing tender rules, subject to conditions laid down in Annex-3 and the practice of further reference to the Finance Department will be totally dispensed with. It may further be seen in the above said Annex-3 that acceptance of bids / tenders, inter-alia, will be subject to recommendation of the Bid Evaluation Committees. Composition and functions of these Bid Evaluation Committees have been detailed at Annex-4 (Sheet 1/3 to 3/3). Modifications to the delegated power

may be made in future, subject to concurrence of the Finance Department and with the in-principle approval of the State Level Technical Steering Committee (SLTSC), headed by Chief Secretary, if required.

Project Components, fund flow mechanism and classification of expenditure

7. As suggested by the World Bank, WBMIFMP would consist of the following 5 (Five) components:
- a) Irrigation Modernization
 - b) Water Resources (Flood) Management
 - c) Command Area Development
 - d) Crop Diversification
 - e) Project Management including Monitoring & Evaluation and operating cost.

Components stated under Sl. (c) and Sl. (d) above are to be implemented by the WRI&DD and Agriculture Department respectively, through their district level offices, to be designated as DPIUs, under the overall control of the SPMU under the I&WD.

Funds for incurring expenditure on various components would be allotted by the Secretariat Office of the I&WD on case to case basis in favour of the Project Director, SPMU through e-Bantan under Integrated Financial Management System (IFMS), after having such funds released from the Finance Department, Budget Branch. The Project Director would sub-allot the funds to the Drawing & Disbursing Officers (DDOs) in various Project Management and Implementation Units, including those under WRI&DD and Agriculture Department. Various bills after passing for payment would be submitted to the treasuries by the DDOs, following prevailing practices and the treasuries would process the bills to make direct electronic payment in favour of the beneficiaries. Based on complied expenditures captured from the IFMS, quarterly reports on use of funds will be prepared by the SPMU in prescribed formats termed as Interim Unaudited Financial Reports (IUFR). Reimbursement to the extent of 70% of the expenditure on admissible items would be sought through the office of Controller of Audits & Accounts (CAAA), under Ministry of Finance, GoI on quarterly basis and such reimbursable amount based on the IUFRs will be transferred to the Consolidated Fund of the State as Additional Central Assistance (ACA) on back to back basis. New detailed heads of accounts, with sub-detailed heads thereunder have been opened to classify and book expenditures, with the concurrence of the Finance (Budget) Department and approval of the Accountant General (A&E), West Bengal, communicated vide I&WD Order No.242-IB dated 1st August 2017 and also further orders being issued in this regard. Linkages have been established between the heads of account and the project components including sub-components identified so far. Details may be seen in Annex-5 (Sheet 1/3 to 3/3). Budgetary provisions in the newly opened heads of accounts are being made shortly, by re-appropriation or otherwise, in consultation with the Finance (Budget) Department. However, there may be further addition or modification in the linkages, depending on requirement or advice of the World Bank. Procedures regarding maintaining monthly cash accounts and transaction of Deposit Accounts with the treasuries will have to be followed as usual.

8. This issues with the concurrence of the Finance Department, vide U.O. No.Group-P2/2017-2018/0149 dated 23.05.2017 and No. Group-T/2017-2018/0244 dated 22.06.2017.
9. All concerned are being informed.

Sd/-
Naveen Prakash
 Principal Secretary
 Irrigation & Waterways Department

Encl. Annex 1 to 5

Memo No. 371/1(19) – IB
 IW/O/IFC/IE/3M-61/2015 (Part)

Dated, 13th October 2017

Copy with copy of Annexure forwarded for favour of information and necessary action to the:

- 1 Principal Accountant General (A&E), West Bengal
 Treasury Building, 2, Government Place (West)
 Kolkata 700001
- 2 Additional Chief Secretary to the
 Government of West Bengal
 Agriculture Department
 NABANNA, HRBC Building, 3rd Floor
 325, Sarat Chatterjee Road
 Shibpur, Howrah – 711102
 – with a request to kindly identify District Project Implementation Units in connection with implementation of the Project.
- 3 Principal Secretary
 Water Resources Investigation & Development Department
 Government of West Bengal
 Khadya Bhaban, 5th Floor
 11A, Mirza Ghalib Street
 Kolkata 700087
 – with a request to kindly identify the concerned officials to keep in touch with the SPMU and provide necessary data for Feasibility Study.
- 4 Finance (Audit) Department, Group – T
 Government of West Bengal
 NABANNA, HRBC Building
 325, Sarat Chatterjee Road
 Shibpur, Howrah – 711102
- 5 Finance Department, Group – P2
 Government of West Bengal
 NABANNA, HRBC Building
 325, Sarat Chatterjee Road
 Shibpur, Howrah – 711102
- 6 Finance (Budget) Department, Group – N
 Government of West Bengal
 NABANNA, HRBC Building
 325, Sarat Chatterjee Road
 Shibpur, Howrah – 711102

- 7 PS to MIC
Irrigation & Waterways Department
- 8 Sr. PA to Principal Secretary
Irrigation & Waterways Department
- 9 Sr. PA to Secretary
Irrigation & Waterways Department
- 10 Chief Engineer (South)
Irrigation & Waterways Directorate
- 11 Chief Engineer (West)
Irrigation & Waterways Directorate
Government of West Bengal
- 12 Director of Personnel & Ex-officio Chief Engineer
Irrigation & Waterways Directorate
Government of West Bengal
- 13 Financial Adviser
Irrigation & Waterways Department
- 14 Superintending Engineer
Damodar Irrigation Circle
Irrigation & Waterways Directorate
Government of West Bengal
- 15 Superintending Engineer
Western Circle – I
Irrigation & Waterways Directorate
Government of West Bengal
- 16 Superintending Engineer
Metropolitan Drainage Circle
Irrigation & Waterways Directorate
– with a request to please expedite arrangement for accommodation of SPMU and
DPMU in Jalasampad Bhaban.
- 17 Deputy Secretary (Works) – I
Irrigation & Waterways Department
- 18 Deputy Secretary (Works) – II
Irrigation & Waterways Department
- 19 S Saha
Deputy Director, Advance Planning, Project
Evaluation & Monitoring Cell
Irrigation & Waterways Directorate
– with a request to upload the Order on Departmental website.


D. SenGupta
Joint Secretary to the
Government of West Bengal

Encl. as stated

Organizational Structure of SPMU

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit					Total No. of Personnel & Staff
			Government Personnel			Contractual Staff		
			Designation in the SPMU	Rank in the hierarchical system of the I&WD / other Govt. Departments	No.	Designation	No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)
1	-	-	Project Director, as overall in-charge of SPMU and directly looking after Finance, QA & QC and General Management Units.	Chief Engineer I&W Department	1	-	-	1
2	-	-	Additional Project Director – I looking after Technical & Fiduciary Units	Superintending Engineer (Civil) I&W Department	1	-	-	1
			Additional Project Director – II looking after Coordination, Monitoring & Learning Units	Superintending Engineer (Civil) I&W Department	1	-	-	1
3	Finance Unit	<ul style="list-style-type: none"> • Preparation of budget • Making sub-allotment of fund • Overall financial management & control • DDO functioning in specific cases • Submission of disbursement claims to CAAA, MoF, GoI • Audit and reconciliation of accounts 	Controller of Finance	Joint Secretary West Bengal Audit & Accounts Service Finance Department	1	Accounts Manager (Senior Accounts Officer or equivalent, Retired from AG, WB)	1	4
			Accounts Officer	Assistant Secretary West Bengal Audit & Accounts Service Finance Department	1	-	-	
			Deputy Project Director (Civil) – I & Drawing & Disbursing Officer	Executive Engineer (Civil) I&W Directorate	1	-	-	

Organizational Structure of SPMU (Contd.)

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit					
			Government Personnel			Contractual Staff		Total No. of Personnel & Staff
			Designation in the SPMU	Rank in the hierarchical system of the I&WD / other Govt. Departments	No.	Designation	No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)
4	General Management Unit	<ul style="list-style-type: none"> • General Office Administration • Preparation / checking of bills 	Office Manager (SPMU)	Administrative Officer I&W Directorate	1	Stenographer cum Computer Assistant (for PD)	1	12
			Head Assistant (SPMU)	Head Assistant I&W Directorate	1			
			Upper Division Assistant (SPMU)	U D Assistant of I&W Directorate (State Cadre)	3	Data Entry Operator for APDs, Finance Units & G M unit	6	
5	Quality Control & Quality Assurance Unit	<ul style="list-style-type: none"> • Liaisoning with River Research Institute. • Arranging for 3rd Party testing, wherever necessary. 	-	-	-	QA & QC Specialist	1	2
						Data Entry Operator	1	
6	Technical Unit	<ul style="list-style-type: none"> • Detailed design & drawing. • Finalizing specifications. • Reviewing and checking the designs & drawings done by the Consultant. 	Deputy Project Director (Civil) – II	Executive Engineer (Civil) I&W Directorate	1	Design Specialist (Elec. & Mechanical)	1	8
			Assistant Project Director (Civil) – I & II	Assistant Engineer (Civil) I&W Directorate	2	AutoCAD Expert	2	
			Assistant Project Director (Elec. & Mech.) – I	Assistant Engineer (Elec. & Mech.) I&W Directorate	1	Data Entry Operator	1	

Organizational Structure of SPMU (Contd.)

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit					
			Government Personnel			Contractual Staff		Total No. of Personnel & Staff
			Designation in the SPMU	Rank in the hierarchical system of the I&WD / other Govt. Departments	No.	Designation	No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)
7	Fiduciary Unit	<ul style="list-style-type: none"> Preparation of bidding documents for works, supply of goods, Consultancy & non Consultancy services, invitation of bids, acceptance and agreement. Checking of cost estimates done by subordinate offices and according sanctions. Handling all contracts from invitation of bids upto payment, relating to Consultancy services. 	Deputy Project Director (Civil) – III	Executive Engineer (Civil) I&W Directorate	1	Procurement Specialist	2	11
			Deputy Project Director (Electrical / Mechanical) – I	Executive Engineer (Elec. / Mech.) I&W Directorate	1			
			Assistant Project Director (Civil) – III & IV	Assistant Engineer (Civil) I&W Directorate	2	Data Entry Operator	1	
			Assistant Project Director (Elec. & Mech.) – II	Assistant Engineer (Elec. / Mech.) I&W Directorate	1			
			Junior Project Officer (Civil) – I & II	Junior Engineer (Civil) I&W Directorate	2			
			Junior Project Officer (Elec. & Mech.) – I	Junior Engineer (Elec. / Mech.) I&W Directorate	1			

Organizational Structure of SPMU (Contd.)

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit					
			Government Personnel			Contractual Staff		Total No. of Personnel & Staff
			Designation in the SPMU	Rank in the hierarchical system of the I&WD / other Govt. Departments	No.	Designation	No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)
8	Coordination, Monitoring & Learning Unit	<ul style="list-style-type: none"> • Developing operating Guidelines, Project Manual & Reporting Formula. • Assisting in preparation of budget. • Reporting to World Bank. • Intra and Inter-departmental coordination. • Overall monitoring of project activities. • Checking of works and liaisoning with the Feasibility Study and Environmental & Social Impact Assessment Conducting Consultants. • Preparation of data base & MIS, developing GIS based map. • Media management. 	Deputy Project Director (Civil) – IV	Executive Engineer (Civil) I&W Directorate	1			13
			Assistant Project Director (Civil) – V & VI	Assistant Engineer (Civil) I&W Directorate	2			
			Junior Project Officer (Civil) – III & IV	Junior Engineer (Civil) I&W Directorate	2			
						Software Developer cum MIS and Monitoring Team Leader	1	
						GIS Analyst	1	
						Social Development Specialist	1	
						Environmental Specialist	1	
			Media Management Specialist	1				
			Data Entry Operator	3				

Organizational Structure of SPMU (Contd.)

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit						
			Government Personnel			Contractual Staff		Total No. of Personnel & Staff	
			Designation in the SPMU	Rank in the hierarchical system of the I&WD / other Government Departments	No.	Designation	No.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)	
9	-	Secretariat Officers attached to SPMU for better financial management.	Joint Secretary (Works)	Joint Secretary / Technical Officer equivalent to Superintending Engineer (Civil), I&W Department.	1			2	
			OSD & Deputy Secretary (Technical)	Deputy Secretary / Technical Officer equivalent to Executive Engineer (Civil), I&W Department.	1				
10	-	-	-	-	-	Support / Menial Staff for the entire SPMU	20	20	
Grand Total for SPMU					30		45	75	

- Note:
1. River Research Institute and Mechanical & Electrical Circle (including Division Offices) would be attached to the SPMU in addition to own duties.
 2. SPMU would also include Superintending Engineer, WBADMIP, under Water Resources Investigation & Development Department as Nodal Officer of that Department.

Organizational Structure of the 2 DPMUs

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit					
			Government Personnel			Contractual Staff		Total No. of Personnel & Staff (for 2 DPMUs)
			Designation in the DPMUs	Rank in the hierarchical system of the I&WD / other Govt. Departments	No.	Designation	No. for 2 Units	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)
1	–	–	Additional Project Director – III & IV	Superintending Engineer (Civil), I&W Department	2	–	–	2
2	Technical cum Fiduciary Unit	<ul style="list-style-type: none"> • Preparation of bidding documents, acceptance and contract agreement. • Checking of cost estimates and according sanctions. • Work Programme & Budget. 	Deputy Project Director (Civil)–V & VI and Drawing & Disbursing Officer	Executive Engineer (Civil), I&W Department	2	–	–	12
			Assistant Project Director (Civil) – VII & VIII	Assistant Engineer (Civil), I&W Directorate	2	Procurement Specialist	2	
			Junior Project Officer – V to X (Civil)	Junior Engineer (Civil), I&W Directorate	6			
3	General Management Unit	<ul style="list-style-type: none"> • General Office Administration. • Preparation / checking of Bills required for office establishment. 	Office Manager (DPMU)	Head Assistant (State Cadre), I&W Directorate	2	Lower Division Clerk either Retired, I&W Directorate or new recruit	4	26
			Upper Division Assistant (DPMU)	Upper Division Assistant (State Cadre), I&W Directorate	6	Data Entry Operator for the entire DPMUs	12	
						Stenographer cum Computer Assistant	2	

Organizational Structure of DPMUs (Contd.)

#	Name of Sub-Units	Function of Sub-Units	Staffing pattern of the Unit / Sub-Unit						
			Government Personnel			Contractual Staff		Total No. of Personnel & Staff	
			Designation in the SPMU	Rank in the hierarchical system of the I&WD / other Govt. Departments	No.	Designation	No.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9 = 6 + 8)	
5	Monitoring & Learning Unit	<ul style="list-style-type: none"> • Liaisoning with Consultants. • Intra and Inter-departmental coordination at District level. • Reporting outputs and outcomes to the SPMU. • Updating data base and MIS. • Adhering to QA & QC Manual & Plan. 	Assistant Project Director (Civil) – IX & X	Assistant Engineer (Civil), I&W Directorate	2	MIS Manager GIS Analyst Social Development Specialist QA & QC Specialist	2 2 2 2	10	
Grand Total for 2 DPMUs						22		28	50

Note: Concerned Superintending Engineer(s) of the Water Resources Investigation & Development Department and Deputy Director(s) of the Agriculture Department of the concerned district(s) would also be Member of the DPMUs.

Requirement of Consultants & Contractual Personnel in DPIUs

Category of Staff	Sanctioned, existing and further requirement of staff strength under																			
	Howrah Irrigation Division including Trans Damodar Drainage Sub-Division & Lower Damodar Sub-Division as original Sub-Divisions and Lower Damodar Construction Sub-Division-III borrowed from Lower Damodar Construction Division				Hooghly Irrigation Division including Mundeswari Irrigation Sub-Division & Arambagh Sub-Division as original Sub-Divisions				Burdwan Irrigation Sub-Division including Sub-Divisions I, II & III as original Sub-Divisions				Right Bank Irrigation Division including Sonamukhi Sub-Division, Indus Sub-Division and Right Bank Irrigation Sub-Division as original Sub-Divisions				All 4 (Four) Divisions			
	SS	ES	FR	TS	SS	ES	FR	TS	SS	ES	FR	TS	SS	ES	FR	TS	SS	ES	FR	TS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
1 Assistant Engineer (Retired)		0	1	1		0	0	0		0	0	0		0	0	0		0	1	1
2 Clerical cum Office Assistant (Fresh / Retired Clerk)		0	2	2		0	4	4		0	6	6		0	5	5		0	17	17
3 Field Supervisor (Fresh / Retired Work Assistant)		0	12	12		0	10	10		0	12	12		0	12	12		0	46	46
4 MIS Manager		0	1	1		0	1	1		0	1	1		0	1	1		0	4	4
5 Data Entry Operator		4	4	8		3	3	6		0	8	8		0	8	8		7	23	30
Total : Contractual Staff		4	20	24		3	18	21		0	27	27		0	26	26		7	91	98

Note: Apart from the four dedicated DPIUs stated above, Metropolitan Electrical Division and Durgapur Mechanical & Electrical Division will also function as DPIUs in addition to their own duties.

Legend: SS: Sanctioned Strength

ES: Existing Strength

FR: Further Requirement over Existing Strength

TS: Total Strength (Existing strength of further requirement)

Main functions of SPMU, DPMUs & DPIUs

State Project Management Unit (SPMU)	District Project Management Unit (DPMUs)	District Project Implementation Units (DPIUs)
<ul style="list-style-type: none"> ● Overall planning, budget exercise and budget control and financial management. ● Coordinating with implementing partners, reporting to Banks on all matters and interacting with concerned Central Ministries. ● Developing implementation strategies, operating guidelines, project manuals, formats for reporting. ● Sanctioning cost estimates including revised cost estimates as per delegation of power. ● Preparation and updation of procurement plan based on the Project Procurement Strategy for Development (PPSD). ● Total management of contract for Consultancy Services including, inter-alia, making payments. ● Undertaking procurement activities, relating to Works, Goods and Non Consultancy Services, in accordance with delegation of power upto signing of contract agreement, and uploading of activities in STEP Portal. ● Over viewing reconciliation of accounts and liaisoning with Accountant General, West Bengal (AG, WB) for audit. 	<ul style="list-style-type: none"> ● Preparation of yearwise budget and phase-wise procurement plan for consideration of SPMU. ● Monitoring off-site and on-site activities, project outputs & outcomes and coordinating with various authorities at District Level. ● Sanctioning cost estimates including revised estimates as per delegation of power. ● Coordinating and supervising the works of consultants engaged with specific assignment at field level and supplying various data / report to them. ● Undertaking procurement activities relating to Works, Goods and Non Consultancy Services in accordance with delegation of power, upto signing of contract agreement and uploading of various activities in STEP Portal. 	<ul style="list-style-type: none"> ● Providing basic inputs for annual budget, procurement plan, outputs and outcomes to the DPMU. ● Preparation of cost estimates for all Works, Goods and Non Consultancy Services and sanctioning the estimates as per delegation of power. ● Undertaking procurement activities relating to Works, Goods and Non Consultancy Services in accordance with delegation of power and uploading of various activities in STEP Portal. ● Administering all contracts relating to Works, Goods and Non Consultancy Services for implementation at field level, including making payments of all contracts, other than Consultancy Services. ● Other field level activities, as may be required for the project.

- Note :** 1. DPIUs of the WI&D Department will be responsible for implementing various activities under the component “Command Area Development” under the overall control and supervision of the DPMUs and SPMU.
2. District level offices of the Agriculture Department will be responsible for implementing various activities under the component “Crop Diversification”.

Threshold limits of various procurements and power delegated for acceptance of bids / tenders

Officer	Category of activities	Method of procurement	Threshold limit of acceptance with reference to estimated cost as per BoQ (Crore of INR)	Condition for acceptance	Threshold for undertaking the particular method of procurement (USD and equivalent Crore of INR at the present exchange rate of 1 USD = 64 INR)	Prior / post review of contracts by the World Bank
Executive Engineer of the DPIU	Goods, Non Consultancy services and IT components & works.	Shopping through at least 3 priced quotations. Model/Standard Bid / Agreement Document to be adopted.	≤ ` 0.45 crore + 5% excess	-	USD 0.10 Million per contract (INR 0.64 Crore)	} Post review
	Proprietary Software	Direct selection			Proprietary software, as per Para 6.8 to 6.10 of the Bank Procurement Regulation for IPF Borrowers (July, 2016).	
Additional Project Director in the rank of Superintending Engineer in the DPMU	Goods, Non Consultancy services and IT components & works.	Shopping through at least 3 priced quotations. Model / Standard Bid / Agreement Document to be adopted.	≤ ` 0.64 crore > ` 0.45 crore + 5% excess	Subject to recommendation of Bid Evaluation Committee at DPMU level, if the contract value exceeds more than 5% of the BoQ, but the remains within ` 0.64 crore.	USD 0.10 Million per contract (INR ` 0.64 Crore for shopping in all cases)	} Post review
		NCB using SPD of World Bank.	≤ ` 2.00 crore > ` 0.64 crore + 5% excess	Subject to recommendation of Bid Evaluation Committee at DPMU level and further subject to recommendation of the Bid Evaluation Committee at SPMU level, if the contract value exceeds more than 5% of the BoQ but remains within the ceiling limit of ` 2.00	1 Contract value more than USD 0.10 Million (INR ` 0.64 crore) but less than USD 3.00 Million (INR ` 19.20 crore) per contract for Goods, Non Consultancy services and IT components.	} Post review

Note: Accepting Authority and Agreement Signing Authority will be the same.

Threshold limits of various procurements and power delegated for acceptance of bids / tenders (Contd.)

Officer	Category of activities	Method of procurement	Threshold limit of acceptance with reference to estimated cost as per BoQ (Crore of INR)	Condition for acceptance	Threshold for undertaking the particular method of procurement (USD and equivalent Crore of INR at the present exchange rate of 1 USD = 64 INR)	Prior / post review of contracts by the World Bank
Additional Project Director in the rank of Superintending Engineer in the DPMU			≤ ` 2.00 crore > ` 0.64 crore + 5% excess	crore, due to higher contractual rate.	2 Contract value more than USD 0.10 Million (INR ` 0.64 crore) but less than USD 40.00 Million (INR ` 256.00 crore) per contract for works.	Post review
	Proprietary Software	Direct selection		–	Proprietary software as per Pare 6.8 to 6.10 of the Bank Procurement Regulation for IPF Borrowers (July, 2016).	Post review
Project Director in the rank of Chief Engineer in the SPMU	Goods, Non Consultancy services and IT components & works.	NCB using SPD of World Bank.	> ` 2.00 crore upto any amount	Subject to recommendation of the Bid Evaluation Committee at SPMU Level upto 5% excess beyond the estimated cost of the BoQ, due to higher contract value. and of the Departmental Bid Evaluation Committee, beyond 5% upto any figure.	1 Contract value more than USD 0.10 Million (INR ` 0.64 crore) but less than USD 3.00 Million (INR ` 19.20 crore) per contract for Goods, Non Consultancy services and IT components. 2 Contract value more than USD 0.10 Million (INR ` 0.64 crore) but less than	1 Post review for all contracts having value less than USD 1.50 Million (INR ` 9.60 crore), prior review beyond that limit. 2 Post review for all contracts having value less than USD 5.00 Million

Note: Accepting Authority and Agreement Signing Authority will be the same.

Threshold limits of various procurements and power delegated for acceptance of bids / tenders (Contd.)

Officer	Category of activities	Method of procurement	Threshold limit of acceptance with reference to estimated cost as per BoQ (Crore of INR)	Condition for acceptance	Threshold for undertaking the particular method of procurement (USD and equivalent Crore of INR at the present exchange rate of 1 USD = 64 INR)	Prior / post review of contracts by the World Bank
Project Director in the rank of Chief Engineer in the SPMU					USD 40.00 Million (INR ` 256.00 crore) per contract for works.	(INR ` 32.00 crore), prior review beyond that limit.
	Consultancy Services through Firms	Least Cost Based Selection(LCS) using SPD of World Bank.	Any amount	Subject to recommendation of the Departmental Bid Evaluation Committee. However, Consultancy Services with specific assignments, which are already under different stages of processing, may be accepted by the Superintending Engineer, Damodar Irrigation Circle, till commencement of full fledged functioning of SPMU, subject to recommendation of the existing Departmental Bid Evaluation Committee and clearance by World Bank, by prior review, if applicable. Contracts of consultancy services, for hiring of individual consultants and other contractual personnel, through H.R. Firms may be accepted, after	Any amount.	Other than Direct Selection, following threshold limit will apply. The first QCBS Contract, irrespective of value and all subsequent contracts having value more than USD 0.50 Million (INR ` 3.20 crore), will be subject to prior review by the World Bank. All other contracts will be subject to post review.
		Direct selection using SPD of World Bank.			As per Para 7.13 to 7.15 of Bank Procurement Regulation for IPF Borrowers (July, 2016).	
		Individual contracts using SPD of World Bank.			As per Para 7.34 to 7.39 of Bank Procurement Regulation for IPF Borrowers (July, 2016).	
		Quality and Cost Based Selection (QCBS) using SPD of World Bank.			Any amount.	

Note: Accepting Authority and Agreement Signing Authority will be the same.

Threshold limits of various procurements and power delegated for acceptance of bids / tenders (Contd.)

Officer	Category of activities	Method of procurement	Threshold limit of acceptance with reference to estimated cost as per BoQ (Crore of INR)	Condition for acceptance	Threshold for undertaking the particular method of procurement (USD and equivalent Crore of INR at the present exchange rate of 1 USD = 64 INR)	Prior / post review of contracts by the World Bank
Project Director in the rank of Chief Engineer in the SPMU				verification of rates by the Finance Department, Group-P2, as observed in their UO No. Group P2/2017-2018/0149 dated 23.05.2017.		

Note: Accepting Authority and Agreement Signing Authority will be the same.

Bid Evaluation Committee at DPMU Level

Composition	Function
<ul style="list-style-type: none"> ● 2 Additional Project Directors (APDs) in the rank of Superintending Engineer (SE) of the 2 DPMUs; senior more officer of the two to function as Chairman, the other would be Member. ● Deputy Project Director (DPD) in the rank of Executive Engineer (EE) of the DPMU concerned with the work as Member-Convenor. ● Executive Engineer of the DPIU concerned with the work as Member. ● Divisional Accounts Officer (DAO) (AGWB) of the DPIU concerned with the work as Member. ● Procurement Specialist of the DPMU concerned with the work as Member. ● Superintending Engineer, Mechanical & Electrical Circle, I&W Directorate as Member (for electro-mechanical works, to be accepted within his limit upto ` 2.00 crore). ● Superintending Engineer, Water Resources Investigation & Development Department (WRI&DD) & Member of the DPMU (for works related to that Department). 	<ul style="list-style-type: none"> ● Fixing guidelines / yardsticks for deciding as requirement of eligibility and credential criteria of bidders, in case of National Competitive Bidding using Standard Procurement Documents of the Bank. ● Evaluation of proposals (technical and financial), in accordance with the criteria laid down in the Bidding Documents and offering recommendations for selecting the successful bidders, in accordance with the power delegated. ● Examination of the proposals submitted by the DPMU in regard to changes in the Contract Price and/or variations and offering recommendations thereon.

Note: Other than electro-mechanical works and works related to Water Resources Investigation & Development Department (WRI&DD), quorum would be formed, if the Chairman, Member-Convenor, the Executive Engineer of the DPIU concerned with the work and any one of the remaining 3 (Three) Members remain present. For electro-mechanical works or works related to WRI&DD, the concerned Superintending Engineer, i.e. of Mechanical & Electrical Circle, Irrigation & Waterways Directorate or of the WRI&DD must also attend.

Bid Evaluation Committee at SPMU Level

Composition	Function
<ul style="list-style-type: none"> ● Project Director (PD) heading the SPMU in the rank of Chief Engineer (CE) as Chairman. ● Controller of Finance in the rank of Joint Secretary or above or equivalent, belonging to WBA&AS, provided by Finance Department on deputation in the SPMU, as Member. ● Additional Project Director (APD) in the rank of Superintending Engineer of the DPMU concerned with the work as Member. ● APD in-charge of Fiduciary Unit in the SPMU as Member-Convenor. ● Deputy Project Director (DPD) in the rank of Executive Engineer (Civil / Mechanical & Electrical) of the Fiduciary Unit under SPMU for civil / mechanical & electrical works (as alternate Members). ● 1 Procurement Specialist of the SPMU as Member. ● OSD & Deputy Secretary (Technical), I&W Department attached to SPMU as Member. ● Superintending Engineer, Mechanical & Electrical Circle, I&W Directorate as Member (for electro-mechanical works only). ● Superintending Engineer, Water Resources Investigation & Development Department (WRI&DD) functioning as Nodal Officer of that Department in the SPMU, as Member. ● Financial Adviser, I & W Department as Member (for contracts having estimated cost as per BoQ, more than Rs.10 crore). 	<ul style="list-style-type: none"> ● Examination of 'Project Procurement Strategy for Development' (PPSD) documents, to be prepared by the SPMU and offering recommendations thereon. ● Examination of 'Procurement Plan' initially prepared by the Consultant doing Feasibility Study and subsequently updated by the SPMU and offering recommendations thereon, before it is referred to the World Bank for approval. ● Fixing guidelines / yardsticks for deciding on requirements of eligibility and credential criteria of bidders, as contained in the Standard Procurement Documents of the World Bank. ● Evaluation of proposals (technical and financial) submitted by the SPMU, in accordance with the criteria laid down in the Standard Procurement Documents & delegation of power and offering findings / recommendations to the Departmental Bid Evaluation Committee, in case of Non Consultancy Services, Goods, IT Components and works having contract value more than ` 2.00 crore and excess in contract price over the estimated cost as per BoQ is more than 5%, due to higher contractual rate. ● Examination of evaluation proposals referred by the DPMUs and offering suitable recommendations thereon. ● Examination of the proposals submitted by the SPMU in regard to changes in the Contract Price and/or variations and offering recommendations thereon.

Note: Other than electro-mechanical works and works related to Water Resources Investigation & Development Department (WRI&DD), quorum would be formed, if the Chairman, Member-Convenor, Controller of Finance and any two out of remaining 4 (Four) Members remain present. Similarly, Superintending Engineer, Mechanical & Electrical Circle, Irrigation & Waterways Directorate and Superintending Engineer, WRI&DD must also attend for works related to them. Presence of Financial Adviser is must for contracts in excess of Rs.10 crore as stated above.

Departmental Bid Evaluation Committee

Composition	Function
<ul style="list-style-type: none"> ● Secretary, I&W Department, as Chairman. ● Project Director of SPMU in the rank of CE, as Member. ● Additional Project Director (APD) in-charge of Fiduciary Unit in the SPMU as Member-Convenor ● Financial Adviser, Irrigation & Waterways Department as Member. ● Controller of Finance, SPMU, as member. Joint Secretary (Works), I&W Department attached to SPMU, as Member. ● OSD & Deputy Secretary (Technical), I&W Department attached to SPMU, as Member. ● 1 Procurement Specialist of SPMU, as Member. ● Superintending Engineer, Water Resources Investigation & Development Department (WRI&DD), functioning as the Nodal Officer in the SPMU as Member (for works related to that Department). ● Superintending Engineer, Mechanical & Electrical Circle, as Member (for electro-mechanical works). 	<ul style="list-style-type: none"> ● Shortlisting of Consultants at the initial stage forms the 'Requests of Expression of Interests' (REOI). ● Finalization of Terms of Reference (ToR) for consultancy services drafted by the SPMU, in accordance with the advices of the World Bank. ● Finalization of markings against specified criteria and sub-criteria for evaluation of the technical proposals for consultancy services. ● Deciding on technical qualification and minimum experience of Experts and estimation of manmonths for such experts in accordance with suggestions of the World Bank. ● Evaluation of proposals (technical and financial) in accordance with the criteria laid down in the Standard Procurement Document and offering recommendation for selecting the successful Consultant. ● Examination of proposals submitted by the SPMU relating to contracts for Non Consultancy Services, Goods, IT Components and Works, having value more than ` 2.00 crore, and contract price in excess of 5% of the estimated cost as per BoQ and offering final recommendation for selecting successful bidders.

Note: Other than electro-mechanical works and works related to Water Resources Investigation & Development Department (WRI&DD), quorum would be formed, if the Chairman, Project Director of SPMU, Member-Convenor, Financial Adviser and any one out of remaining 4 (Four) Members remain present. Similarly, Superintending Engineer, Mechanical & Electrical Circle, Irrigation & Waterways Directorate and Superintending Engineer, WRI&DD must also attend for works related to them.

Linkages between budget lines and project components including sub-components identified so far

Sl. No.	Project component	Sub-components	Implementing Department	Heads of account	Remarks
1.	Irrigation Modernization	All field works related to surface irrigation, automated ate operation using SCADA-PLC components in main canals. Mobile app based monitoring device, installation of measuring devices at suitable locations in distributaries, minor or sub-minor canals and irrigation management system.	I&WD	<p>Existing Major, Sub-Major & Minor Heads:</p> <ol style="list-style-type: none"> 1. 4700-03-001-SP 2. 4700-03-789-SP 3. 4700-03-796-SP <p>Newly opened scheme, detailed and sub-detailed heads:</p> <p><u>Under Sl.1</u></p> <ol style="list-style-type: none"> 1. 003-53-00-V (Central Share) 2. 004-53-00-V (State Share) <p><u>Under Sl.2</u></p> <ol style="list-style-type: none"> 1. 001-53-00-V (Central Share) 2. 002-53-00-V (State Share) <p><u>Under Sl.3</u></p> <ol style="list-style-type: none"> 1. 001-53-00-V (Central Share) 2. 002-53-00-V (State Share) 	Central Share components will be eligible and claimed for reimbursement.
2.	Water Resources (Flood) Management	All field works related to water resources (flood) management.			
3.	Command Area Development	Construction of in-field channels, Measures for optimizing conjunctive and sustainable use of ground and surface water, Ground water development, Other innovative measures related to use of solar energy, from ponds and similar ones to reduce evaporation losses from such ponds, Installation of new M.I. interventions in DVC command, Establishing and providing support services to WUAs (on pilot basis).	WRI&DD	<p>Existing Major, Sub-Major & Minor Heads:</p> <ol style="list-style-type: none"> 1. 4700-03-001-SP 2. 4700-03-789-SP 3. 4700-03-796-SP <p>Newly opened scheme, detailed and sub-detailed heads:</p> <p><u>Under Sl.1</u></p> <ol style="list-style-type: none"> 1. 003-60-00-V (Central Share) 2. 004-60-00-V (State Share) <p><u>Under Sl.2</u></p> <ol style="list-style-type: none"> 1. 001-60-00-V (Central Share) 2. 002-60-00-V (State Share) <p><u>Under Sl.3</u></p> <ol style="list-style-type: none"> 1. 001-60-00-V (Central Share) 2. 002-60-00-V (State Share) 	Central Share components will be eligible and claimed for reimbursement.

Linkages between budget lines and project components including sub-components identified so far (Contd.)

Sl. No.	Project component	Sub-components	Implementing Department	Heads of account	Remarks
4.	Crop Diversification	Farmer's training on crop husbandry, Education to farmers on optimal use of pesticides and fertilizers, Measures relating to introducing water crops.	Agriculture	<p>Existing Major, Sub-Major & Minor Heads:</p> <ol style="list-style-type: none"> 1. 4700-03-001-SP 2. 4700-03-789-SP 3. 4700-03-796-SP <p>Newly opened scheme, detailed and sub-detailed heads:</p> <p><u>Under Sl.1</u></p> <ol style="list-style-type: none"> 1. 003-60-00-V (Central Share) 2. 004-60-00-V (State Share) <p><u>Under Sl.2</u></p> <ol style="list-style-type: none"> 1. 001-60-00-V (Central Share) 2. 002-60-00-V (State Share) <p><u>Under Sl.3</u></p> <ol style="list-style-type: none"> 1. 001-60-00-V (Central Share) 2. 002-60-00-V (State Share) 	Central Share components will be eligible and claimed for reimbursement.
5.	Project Management including Monitoring & Evaluation and other operating costs	a) All consultancy services, Development of River Research Institute.	I&WD	<p>Existing Major, Sub-Major & Minor Heads:</p> <p>4700-03-001-SP</p> <p>Newly opened scheme, detailed and sub-detailed heads:</p> <ol style="list-style-type: none"> 1. 003-60-00-V (Central Share) 2. 004-60-00-V (State Share) 	Central Share components will be eligible and claimed for reimbursement.
		b) Procurement of IT components for the PMUs and PIUs, Development of web based MIS and GIS maps for better monitoring and evaluation.	I&WD	<p>Existing Major, Sub-Major & Minor Heads:</p> <p>2700-03-001-SP</p> <p>Newly opened scheme, detailed head:</p> <p>001-77-00-V</p>	70% of the total expenditure will be claimed for reimbursement, subject to approval by the World Bank.

Linkages between budget lines and project components including sub-components identified so far (Contd.)

Sl. No.	Project component	Sub-components	Implementing Department	Heads of account	Remarks
5.	Project Management including Monitoring & Evaluation and other operating costs	c) Other operating costs including: i) Telephone and internet connectivity, electricity, other miscellaneous office expenses (including meeting expenses) and hiring of vehicles for PMUs and PIUs.	I&WD	Existing Major, Sub-Major & Minor Heads: 2700-03-001-SP Newly opened scheme, detailed and sub-detailed heads: 1. 001-13-01-V (Electricity) 2. 001-13-02-V (Telephone and internet Connectivity) 3. 001-13-04-V (Other office expenses) 4. 001-13-03-V (Vehicle)	70% of the total expenditure will be claimed for reimbursement, subject to approval by the World Bank.
		ii) Travelling Allowance for regular Government officials and staff working in the PMUs and PIUs.	I&WD	Existing Major, Sub-Major & Minor Heads: 2700-03-001-SP Newly opened scheme, detailed head: 001-11-00-V	
		iii) Expenses on publications of advertisement, related to the project.	I&WD	Existing Major, Sub-Major & Minor Heads: 2700-03-001-SP Newly opened scheme, detailed head: 001-16-00-V	
		iv) Other miscellaneous expenditure for running the project, not covered under the categories stated above.	I&WD	Existing Major, Sub-Major & Minor Heads: 2700-03-001-SP Newly opened scheme, detailed head: 001-50-00-V	

Note: Expenditure on consultancy services and other accounts may be incurred by the Divisional Offices under the Irrigation & Waterways Directorate, associated with the project till activation of DDO Code for the SPMU. Also, salary and other allowances for regular Government staff of SPMU will be drawn by the Executive Engineer & TA to Directorate of Personnel & Ex-officio Chief Engineer, Irrigation & Waterways Directorate, till such activation.