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29.12.17

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Government of West Bengal  
Irrigation & Waterways Department  
Jalasampad Bhavan, 1<sup>st</sup> Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata 700091,

**Record of discussion of the review meeting taken by the Additional Chief Secretary, Irrigation & Waterways Department on the implementation of e-office, e-governance and online plan fund monitoring system on 01.12.2017 at 11:00 A.M. at the 1<sup>st</sup> floor conference room of Jalasampad Bhavan**

The meeting was chaired by the Additional Chief Secretary. The following were present:

1. Naveen Prakash, Additional Chief Secretary, I & W Department
2. Sri Gautam Kumar Chattopadhyay, Secretary, I & W Department
3. Sri A. Sengupta, Joint Secretary (Establishment)
4. Sri Biplab Mukhopadhyay, Deputy Secretary (Works-I), I&W Department
5. Sri M.C. Pramanik, General Manager (EB& Marketing), BSNL
6. Smt. S. Bhattacharya (AGM), BSNL
7. Sri Rajkumar Yadav, SSP, DVC Study Cell
8. Sri Samrat Ghosh (WBEIDC Ltd)
9. Sri Devjyoti Bagchi (WEBEL)
10. Sri Pradip Bhattacharya, SDO ( I&P Subdivision-III)
11. Sri Smarjit Sarkar, Executive Engineer, I.P.D (S)
12. Sri Sujay Saha (Deputy Director, I&WD)

The Joint Secretary (Establishment) apprised the Additional Chief Secretary of the progress achieved in implementing e-office and online monitoring of establishment related issues. Also a presentation on the plan fund monitoring module, devised so far was made by the representatives of WEBEL.

After deliberations the following decisions were taken:

1. E-office is to be made operational from 01.01.17. Since trainer's training has been imparted, training of concerned staffs of the department is to be completed by 20.12.2017. Dummy software, prepared by NIC for training is to be collected from NIC and provided to the trainees during training. **[Action: Joint Secretary (Establishment)]**.
2. Procurement of hardwares like computer, scanner etc for implementation of e-office is to be completed by 15.12.2017, for which requisite fund (approximately Rs. 20.07 lakhs) will be placed from Non Plan. **[Action: Executive Engineer/I.P. (South)]**.

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3. It was reported by the Chief General Manager/BSNL that out of 431 departmental landlines under V.P.N, e-stapling for 285 landlines have already been done and that for stapling another 75 would be completed by 11.12.2017. The e-stapling of balance 71 landlines would be completed by 31.12.2017, since it involves repair of damaged cables of BSNL. It was assured by the Chief General Manager/BSNL that no separate bill will be raised for any of the above mentioned 431 landlines. Centralised single point bill will be raised and payment will be made by a single DDO.
4. It was decided that a letter will be issued to the BSNL enclosing the list of the landlines under V.P.N which have been disconnected in recent times, because of non payment of bill. BSNL will also be requested in the same letter to take appropriate step to enhance the speed of the existing internet connections where bio-metric is going to be installed and video conference system is to be established. **[Action: Executive Engineer/DVC Study Cell].**
5. **Plan Fund Monitoring system-** Instead of entering the data for plan schemes worth Rs. 50 lakhs and above, henceforth all the plan schemes irrespective of value are to be entered in the plan fund monitoring module. No still or video photography is required to be uploaded for plan schemes having values less than Rs. 50.00 lakhs. The Chief Engineer will prevail upon their subordinates for ensuring completion of entry by 20.12.2017. **[Action: All Chief Engineers].**  
A fresh round of training is to be imparted on plan fund monitoring module, separately for South Bengal districts and North Bengal districts. The trainings are to be completed by 20.01.2018. **[Action: Executive Engineer/DVC Study Cell].**
6. The Executive Engineer, I.P. Division (South) will monitor the modifications and improvements of the plan fund monitoring module, since some shortcoming were identified during the meeting and some suggestions were given.



**[NAVEEN PRAKASH]**

Additional Chief Secretary to the  
Government of West Bengal  
Irrigation & Waterways Department

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Memo No. 506(11)-IB  
IW/O/IB-MISC-72/2017-18

Dated: 15.12.2017

**Copy forwarded for necessary action to:**

1. Chief Engineer (South)  
Irrigation & Waterways Directorate, 1<sup>st</sup> floor, Jalasampad Bhavan,  
Salt Lake, Kolkata-91
- 2 Chief Engineer (West)  
Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic)  
District-Burdwan, Pin - 713101
3. Chief Engineer (South West)  
Irrigation & Waterways Directorate  
Khusjungle, P.O Abas, District Paschim Medinipur  
Pin 721 102
4. Chief Engineer (North)  
Irrigation & Waterways Directorate,  
Green Park, P.O. Mokdumpur, District-Malda,  
Pin 732103.
5. Chief Engineer (North East)  
Irrigation & Waterways Directorate  
Club Road, P.O & District Jalpaiguri  
Pin 735 101.
6. Chief Engineer, Teesta Barrage Project  
Irrigation & Waterways Directorate  
Teesta Sech Bhavan,  
2<sup>nd</sup> Mile, Sevoke Road, Siliguri, District: Darjeeling  
PIN: 734 001
7. Director of Personnel & Ex-officio Chief Engineer  
Irrigation & Waterways Directorate, 1<sup>st</sup> floor, Jalasampad Bhavan,  
Salt Lake, Kolkata-91
8. Chief Engineer (Design & Research)  
Irrigation & Waterways Directorate, 1<sup>st</sup> floor, Jalasampad Bhavan,  
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9. The Joint Secretary (Establishment)  
Irrigation & Waterways Directorate, 3<sup>rd</sup> floor, Jalsampad Bhavan,  
Salt Lake, Kolkata-91

10. The Executive Engineer, DVC Study Cell,  
Irrigation & Waterways Directorate, 7<sup>th</sup> floor, Jalsampad Bhavan,  
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11. The Executive Engineer, Investigation & Planning (South)  
Irrigation & Waterways Directorate, 3<sup>rd</sup> floor, Jalsampad Bhavan,  
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**Biplab Mukherjee**  
Deputy Secretary to the  
Govt. of West Bengal