



**Government of West Bengal
Irrigation & Waterways Department
Jalasangrahalaya, 1st Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091**

No. 08 -W/2021-22

Dated, Kolkata, 14th September, 2021

MEMORANDUM

Finance Department has published a number of Guidelines & Memorandums relating to procurement tenders from time to time in the recent past.

Finance Department has also modified the delegated powers for technical sanction, administrative approval of works, delegation of power for acceptance of works tenders, and procedure for publishing brief referral advertisement in newspapers for e-tenders, restrictions imposed on splitting of approved schemes and increasing the scope of work during execution phase by restricting the work within the tendered amount (discovered L1 bid price).

There have been a few stray cases of deviations from the prescribed latest Financial Rules in the Irrigation & Waterways Directorate, probably due to ignorance or during quick disposal at various levels. Thus, it is felt that there is a need to prepare a 'Compendium of important Finance Department orders' for ready reference of the engineer officers involved in preparation of schemes and tendering of works in the Directorate.

It may be mentioned that all guidelines and orders of the Finance Department in the matter of Financial Rules and Financial propriety are mandatory for all Departments of the State Government, State autonomous & local bodies including parastatals for strict compliance.

In order to provide a '**Quick Reckoner**', most of the latest relevant orders / Memorandums of the Finance Department are summarised in the table next page for convenience at all Directorate level engineers & officers.

All these orders have been made effective by the Finance Department from the corresponding dates of publication of these Orders, Notifications and Memorandums.

Sl. No.	Brief description on the concerned subject	Corresponding latest Finance Department Memorandum / Order
1.	Revised delegation of power towards technical sanction and tender acceptance for works.	Finance Department Memorandum No. 30-F(Y) dated 05.01.2021.
2.	Delegation of power for accordance of administrative approval under Core SDS budget of I&WD.	Finance Department Memorandum No. 1971-F(Y) dated 30.06.2021.
3.	Publication of brief referral advertisement of tenders in leading daily newspapers, official Departmental website and State Government portal for tender, notice boards and general guidelines for floating of works tenders.	Finance Department Memorandum No. 5400-F(Y) dated 25.06.2012, No. 1234-F(Y) dated 12.03.2020.
4.	Extension of date of bid submission in tenders due to insufficient participations	Finance Department Memorandum No. 1234-F(Y) dated 12.03.2020, No. 3661-F(Y) dated 07.06.2018.
5.	Acceptance of L1 bid in works tenders in the 1 st call.	Finance Department Memorandum No. 9754-F(Y) dated 03.12.2012.
6.	Revised norms for acceptance of works tenders with less than 3 technically qualified bids on 2 nd or subsequent calls.	Finance Department Memorandum No. 6427-F(Y) dated 25.07.2012, No. 6989-F(Y) dated 19.11.2018 read with No. 30-F(Y) dated 05.01.2021 and No. 1973-F(Y) dated 30.06.2021.
7.	Role of the Government Appointed Departmental Tender Committees for recommending acceptance of works tenders.	Finance Department Memorandum No. 5965-F(Y) dated 14.09.2018 read with I&WD No. 39-W/2016-17 dated 10.03.2017 (to be revised).
8.	Splitting of approved schemes prior to tendering	Finance Department Memorandum No. 4609-F(Y) dated 18.07.2018 read with No. 284-F(Y) dated 16.01.2020.
9.	Embargo on post tender splitting of works	Finance Department Memorandum No. 5696-F(Y) dated 01.10.2019.
10.	Austerity measures to be followed for new schemes / policies on financial matters	Finance Department Memorandum No. 1971-F(Y) dated 30.06.2021.
11.	Change in scope of work after finalisation of tender	Finance Department Memorandum No. 4609-F(Y) dated 18.07.2018, PWD Code vide PWD No.6754-PW dated 18.12.2017 and No. 2131-F(Y) dated 05.04.2019.

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Sl. No.	Brief description on the concerned subject	Corresponding latest Finance Department Memorandum / Order
12.	Payment restrictions on projects requiring post-facto approval of Finance Department.	Finance Department Memorandum No. 283-F(Y) dated 16.01.2020.
13.	Revised administrative approval under Core SDS approved schemes due to acceptance of rates upto 10% above without any change in scope of work with at least 3 qualified bidders.	Finance Department Memorandum No. 2527-F(Y) dated 27.08.2021.
14.	Delegation of financial power Rules for procurement of goods and services.	DFPR, 1977 since revised by Finance Department vide their No. 4411-F(Y) dated 04.06.2015.
15.	Procedure for procurement of goods / services	Finance Department Memorandum No. 4262-F(Y) dated 26.07.2019, No. 4370-F(Y) dated 01.08.2019.

This order is a general guideline for the Directorate level officers so that violation of the Orders and Memorandums published by the Finance Department are eliminated leading to unnecessary and unwarranted complications.

All other relevant Orders on financial matters published or would be published in due course by the Finance Department along with the latest amendments of the WBFR are to be strictly followed.

Sd/-
(A. Roy)
Secretary

Memo No. 188/1(4) –IB

Dated, 14th September, 2021

Copy forwarded for information to:

1. P.S to Hon'ble Minister-in-Charge
Irrigation & Waterways Department
2. P.S to Hon'ble Minister-of-State
Irrigation & Waterways Department
3. P.A to Principal Secretary
Irrigation & Waterways Department
4. The Financial Advisor
Irrigation & Waterways Department

Encl: As stated

Sd/-
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal



Copy with copy of relevant Finance Department orders forwarded for information and necessary action to:

1. The Chief Engineer (South)
Irrigation & Waterways Directorate
e-mail: chiefengineersouth2015@gmail.com
2. The Chief Engineer (West)
Irrigation & Waterways Directorate
e-mail: ce2iwd2007@gmail.com
3. The Chief Engineer (South West)
Irrigation & Waterways Directorate
e-mail: cesw.wbiwd@gmail.com
4. The Chief Engineer (North)
Irrigation & Waterways Directorate
e-mail: cenorth2014@gmail.com
5. The Chief Engineer (Design & Research)
Irrigation & Waterways Directorate
e-mail: ce-dr@wbiwd.gov.in
6. The Chief Engineer (North East)
Irrigation & Waterways Directorate
e-mail: chairmannbfcc@gmail.com
7. The Chief Engineer, Teesta Barrage Project
Irrigation & Waterways Directorate
e-mail: ce-tbp@wbiwd.gov.in
8. The Chief Engineer & Project Director
West Bengal Minor Irrigation & Flood Management Project
Irrigation & Waterways Directorate
e-mail: ce.pd.wbmifmp@gmail.com

Encl: As stated

^{Sdy-}
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal



Copy with copy of relevant Finance Department orders forwarded for information and necessary action to:

1-40. The Superintending Engineer

Irrigation & Waterways Directorate

41. The Executive Engineer

DVC Study Cell

Irrigation & Waterways Directorate


✓ 42. Shri S. Saha

OSD & Ex-officio Deputy Secretary-III

Irrigation & Waterways Department

He is requested to upload the instant Memorandum in the Notification link of the departmental website www.wbiwd.gov.in under heading **“Delegation of Financial Power for works and procurements / services under Departmental budget”**

Encl: As stated


(A. Ghosh) 14.9.2021
Deputy Secretary to the
Government of West Bengal