

Memo No. 321-IB
IW/O/IB-MISC-31/2016-17

Dated: 11/09/2017

MEMORANDUM

It has been mandated in the State Level review Meeting taken by the Hon'ble chief Minister on 04.09.2017 that a weekly review meeting will be taken by the Head of the Department with Senior Level Officers of the Department, the financial Advisor and any other official(s) as may be informed to attend such meeting. Accordingly it has been decided by appropriate authority of the department that such weekly review meeting will be held on every Monday at 11:00 A.M. at the 1st floor conference room of Jalasampad Bhawan jointly with Water Resource Investigation & Development Department, unless otherwise scheduled on any other alternate date. The points to be discussed in the weekly review meeting are stated in a format, enclosed herewith. The Section Officers/Head Assistants of the concerned branches are to create database/information sheet in line with the enclosed formation and update it regularly, in consultation with the concerned Assistant Secretary/Deputy Secretary/Joint Secretary. The Section Officer budget Cell will compile the data/information into the prescribed format on each Friday, having the basic inputs collected from all the other branches of budget cell, audit cell and establishment cell.

Encl: as stated

Yours Faithfully,



Biplab Mukhopadhyay
Deputy Secretary to the
Government of West Bengal

o No. 321/1(1)-IB
IW/O/IB-MISC-31/2016-17

Dated: 11/09/2017

Copy forwarded for information to:

1. The OSD & Ex-Officio Secretary, Water Resource Investigation & Development Department, 5th floor, Khadya Bhawan, Kolkata-700001. A copy of the format of weekly meeting adopted by Irrigation & Waterways Department is enclosed. The same may be customized in line with Water Resource Investigation & Development Department's activities.

Encl: as stated



o/c

Biplab Mukhopadhyay
Deputy Secretary to the
Government of West Bengal


Memo No. 321/2(9)-IB
IW/O/IB-MISC-31/2016-17

Dated: 11/09/2017

Copy with enclosure forwarded for information to:

1. The Joint Secretary (Establishment), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
2. The Financial Advisor, Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
3. The Section Officer (Budget), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
4. The Section Officer (Establishment), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91

5. The Section Officer (LAM), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
6. The Head Assistant (Irrigation Cell), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
7. The Head Assistant (Flood Control Cell), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
8. The Head Assistant (Audit Cell), Irrigation & Waterways Department, 3rd floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
9. The Executive Engineer, DVC Study Cell & Nodal Officer e-Governance, Irrigation & Waterways Department, 7th floor, Jalsampad Bhavan, Salt Lake, Kolkata-91


Biplab Mukhopadhyay
Deputy Secretary to the
Government of West Bengal

S.K. 2/19/18

Reporting Format for Weekly Monitoring Meeting

Name of the Department : Irrigation & Waterways Department

Reporting Week ending on Friday : —/— —/— —/—/—/—
 dd mm year

➤ **Progress of expenditure against plan funds released by the Finance Department**

Sector	State Plan Expenditure during the reporting week (Crore of ₹)	Cumulative Expenditure till date (Crore of ₹)	Percentage of cumulative expenditure with regard to FD's release till date
Core Plan			
RIDF			
Others			
Total			

➤ **Targets of Administrative Calendar**

Projects scheduled to be completed till the end of the preceding month (in No.)	Shortfall (if any) (in No.)	Reasons for shortfall (to be mentioned project / clusterwise)	Modified target date of completion

➤ **Issues affecting progress of works**

(Relevant issues from the following illustrative list to be highlighted along with details of location districts and broad classification / type of important works)

- Encroachment on embankment / riverbank
- Delay in procurement of land
- Monsoon / floods
- Change in design of major projects
- Non availability of central funds

⇒ **Vacancies to be filled up in case of regular staff**

Category	No. of sanctioned post till the end of preceding month	No. of vacant posts till the end of the preceding month	Brief description on the latest action taken to fill up the vacancies, e.g. sending proposal to the selecting authority, with Reference No. & Date of correspondence / file
Chief Engineer			
Superintending Engineer			
Executive Engineer			
Assistant Engineer			
Junior Engineer			
Clerical Cadre of Irrigation & Waterways Department Group – A / B / C			
Clerical Cadre of Irrigation & Waterways Directorate Group – A / B / C			
Others to be specified			

⇒ **Measures already initiated include,**

- Revamping Departmental website and incorporation of various modules, e.g.;
 - a) Online application and clearance for drawal of surface water by the industries, disposal of treated effluent into canals / channels / rivers as part of “Ease of Doing Business” (EoDB).
 - b) Online application and according permission for construction of bridges / culverts by private entities over channels / canals / rivers and also for beautification of canal banks.
 - c) Online monitoring of physical and financial progress of individual projects taken up out of plan funds.
 - d) Online publication of flood related data on real-time basis with open access in the public domain, during the monsoon season.
 - e) Online publication of data bank for all the officials upto Junior Engineer level, including bio-data, status of submission of APAR, Asset Statements, etc. with access to individual officers for seeing the correctness of online record.

- Review of activities relating to “Ease of Doing Business” (EoDB)

Activities	No. of cases processed till the end of the preceding month	No. of cases processed during the reporting week / month
Permission for drawal of surface water		
Permission for disposal of industrial wastes into canals / channels / rivers		
Permission / NoC for construction of bridges by Private Entities		
Permission / NoC for beautification of canal banks by Private Entities		

⇒ **Pending disciplinary and vigilance cases**

- Number of cases pending till the end of the preceding month :
- Number of cases disposal during the month / week of reporting :
- Number of cases reported during the month / week of reporting :
- A brief statement on the status of pending Cases :

➤ Pending Court Cases

Description	Number of court cases under different courts							
	Supreme Court	High Court	District Court	VGT	LRTT	WBAT	Title Suit	Total
Pending at the end of preceding month								
Added in the reporting week / month								
Total								
Resolved / settled during the reporting week / month								
Net total at the end of the week / month								

Remarks (if any) :

➤ Pending Audit Paras

- Number of pending Broad Sheet Replies at the end of the preceding month :
- Number of Audit Committee Meetings held till the end of the preceding month :
- Number of Audit Paras settled in these meetings till the end of the preceding month :
- Number of draft C&AG Paras pending till the end of the preceding month :
- Number of draft C&AG Paras replied till the end of the preceding month :

➤ **Maintenance of Punctuality and Discipline**

- Measures taken till the end of the preceding month
- Biometric system of attendance has been introduced at the headquarters at Jalasampad Bhaban for all categories of employees
- Measures taken during the month

➤ **Other issues**

Description	No. of cases processed till the end of the preceding month	No. of cases processed during the reporting month
Inter-departmental transfer of land		
Right of Way (RoW) issued to Private Entities for various commercial and business purposes		