



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

Record of discussion of the Review Meeting taken by the Hon'ble Minister-in-Charge
/Irrigation & Waterways Department on 07.11.2022 at Jalasampad Bhavan, Salt Lake on
various issues relating to Project Planning, Implementation and Monitoring ;

The meeting started at 1st floor conference room of Jalasampad Bhawan at 1 pm under the Chairmanship of the HMIC and in presence of the Principal Secretary and the Secretary, I.&W.Deptt. The Departmental Officers up to the rank of Deputy Secretary and the Chief Engineers stationed at head quarters attended the meeting physically. All other officers of the Directorate up to the rank of Junior Engineers attended the meeting online.

At the outset, the HMIC welcomed everybody and advised all the Departmental Officers to Plan, Monitor and Implement each Departmental work abiding by the extant norms of the State Government and to keep a regular vigil on the progress and quality of work. He reminded everybody about the importance maintaining transparency in tendering of each work. The Principal Secretary presented a comprehensive guideline on project identification, planning, DPR Preparation, execution, quality control and monitoring to be strictly followed for implementation of each project.

After discussion the following decisions were taken for compliance by each wing of the Department and the Directorate;

A. Scheme identification and DPR preparation :

- Schemes are to be identified in two sectors i.e Flood Protection and Irrigation. Each Division needs to prepare a vision document for its jurisdiction. Such document will include description of the area (with map) , list of both palliative and permanent work, executed (with expenditure) in the jurisdiction within last five years and projects which are ongoing and also which are identified for execution both for irrigation sector and flood management work.
- While preparing the estimates : all underwater dimensions / measurements to be taken by ADCP instrument. Other survey equipment like RTK-DGPS are to be used wherever needed, following the existing Departmental order.
- Lat-Long is to be indicated for each proposal along with photograph and video
- Proposals under "Paray Samadhan" to be given priority , if found technically feasible.

- Convergence with the “Pond Irrigation” is to be emphasized as per already published Departmental guidelines.
- Minor irrigation schemes in the hilly zone of Purulia, Bankura, Jhargram ,Alipurduar and Jalpaiguri to be given priority.
- Preparation of Annual Work Plan for each Division is to be completed within December for next financial year and updating of progress report in the OPMS portal during execution is to be ensured.

B. Scheme implementation :

- Working season to be utilized to the maximum.
- Monsoon period may be used for tendering and other formalities so that work order can be issued just before the working season starts.
- Transparent tendering process –Technical and Financial Bid Evaluation Sheet to be uploaded at OPMS portal
- Performance milestone to be indicated in the work order. If any agency is not performing as per the prescribed milestone , immediate action is to be taken as per tender agreement - clauses.
- Photographs to be uploaded after scheme completion in OPMS portal

C. Scheme Monitoring :

- All Chief Engineers, Superintending Engineers to visit work site at least one day every week and check schemes implementation on a random sampling basis. Tour dairy to be submitted on a monthly basis to the Secretary to the Department.
- All Junior Engineers , Assistant Engineers to attend respective field offices . Junior Engineers to conduct regular inspection of embankments and report any vulnerable stretches. On such identification follow up visits will be made by the Assistant Engineer , Executive Engineer and estimate for palliative or permanent work will be prepared as the case may be..
- Impact of an irrigation scheme to be assessed by farmers’ interaction.
- All officials posted in the district to be in constant touch with the District Administration . Flagship schemes of Government to be given priority.
- NOCs requested for various flagship Government schemes to be disposed off in a time bound manner.
- Divisions located near the foothills of Darjeeling and Kalimpong and in Alipurduar to keep in touch with the office of the BDOs located in upper catchment regarding sudden rainfall and flash flood.
- Divisions in high tide zone to report the tide timings including bore tide (“Baan”) to the District Magistrate on a monthly basis.
- Canal irrigation to be organized in a timely manner in consultation with the District Administration and related Agriculture Department at district level.

D. Schemes for which foundation stones are laid :

- Schemes inaugurated by the HCM should be completed on priority basis and in time.

E. General :

- All the Departmental officers starting from Junior Engineers onwards will submit the "SAR" in due time as per the extent norms of the State Government.

The meeting ended with thanks from and to the Chair.




[Prabhat kumar Mishra]
Principal Secretary to the
Government of West Bengal

Memo No. 425/1(3)-IB
IW/O/IB-MISC-14/2011(Pt-I)

Dated: 29.11.2022

Copy forwarded for information to:

1. P.S to Hon'ble Minister-in-Charge, Irrigation & Waterways Department 1st floor, Jalsampad Bhavan, Salt lake, Kolkata- 91
2. Senior P.A to the Principal Secretary, Irrigation & Waterways Department 1st floor, Jalsampad Bhavan, Salt Lake, Kolkata- 91
3. The Financial Advisor, Irrigation & Waterways Department. 1st floor, Jalsampad Bhavan, Salt Lake, Kolkata-91


(S.Sarkar)

Deputy Secretary to the
Govt. of West Bengal

Memo No. 425/1(11)-IB
IW/O/IB-MISC-14/2011(Pt-I)

Dated: 29.11.2022

Copy forwarded for necessary action to the :

1. The Chief Engineer (South), Irrigation & Waterways Directorate, GoWB
2. The Chief Engineer (North), Irrigation & Waterways Directorate, GoWB
3. The Chief Engineer(Teesta Barrage Project), Irrigation & Waterways Directorate, GoWB
4. The Chief Engineer(North East), Irrigation & Waterways Directorate, GoWB
5. The Chief Engineer (West), Irrigation & Waterways Directorate, GoWB
6. The Chief Engineer & Project Director (WBMIFMP), Irrigation & Waterways Directorate, GoWB
7. The Chief Engineer (South-West), Irrigation & Waterways Directorate, GoWB
8. The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, GoWB
9. The D.P.& Ex-Officio Chief Engineer, Irrigation & Waterways Directorate, GoWB
10. The Chief Engineer (Electrical & Mechanical),Irrigation & Waterways Directorate, GoWB
11. The Executive Engineer, DVC Study Cell – to upload this RoD in I&WD web-site.


(S.Sarkar)

Deputy Secretary to the
Govt. of West Bengal