



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 1st Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700 091

No. 07-W/2023-24

Dated 12th June 2023

OFFICE MEMORANDUM

The maintenance and repair works carried out by the executing divisions of the Department are broadly classified in the following 6(six) categories.

- a. Pre-monsoon maintenance and repair of flood management infrastructure.
- b. Annual Maintenance of drainage channels
- c. One-time maintenance of drainage channels
- d. Maintenance and Repair of Irrigation Infrastructure for ensuring Kharif, Rabi and Boro Irrigation
- e. Emergent restoration works during monsoon and non-monsoon periods
- f. Repair and maintenance of the office buildings, residential quarters, rest-sheds, bungalows and their premises

2. It has been felt necessary to spell out clearly the methodology to be followed in the Department, in preparing and execution of the aforesaid categories of maintenance/repair schemes and posing them under different sources of maintenance fund out of the available budget of the Department. Moreover, timelines against each associated activities, relating to identification, planning and execution of such maintenance projects, are needed to be delineated clearly to ensure timely execution and achieving envisaged benefits.

3. In the above pretext, it has been decided in the Department to follow the enclosed SOP containing methodology and timelines to be adhered to for identification and screening of repair works, fund allocation, scheme submission, accordance of administrative approval wherever required, tendering and execution at field.

Enclo :- As stated.

(Prabhat Kumar Mishra)

Principal Secretary to the Government of West Bengal

No. 118 /1(2)-IB
IW/14011(99)/24/2022(Comp.-591654)

Dated, 12th June ,2023

Copy with copy of the enclosure forwarded for information to :-

1. **P.S. to Hon'ble Minister-in-Charge,**
Irrigation & Waterways Department,
1st Floor, Jalsampad Bhawan, Saltlake, Kolkata- 700091.
2. **P.S. to Hon'ble Minister-of-State,**
Irrigation & Waterways Department,
1st Floor, Jalsampad Bhawan, Saltlake, Kolkata- 700091.

The Hon'ble Ministers may be apprised.

Enclo. :- As stated.

sd/-

(Prabhat Kumar Mishra)

Principal Secretary to the Government of West Bengal

No. 118 /2(11)-IB
IW/14011(99)/24/2022(Comp.-591654)

Dated, 12th June ,2023

Copy with copy of the enclosure forwarded for information and necessary action to :-

1. **Chief Engineer (South),**
Irrigation & Waterways Directorate,
1st floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.
2. **Chief Engineer (West),**
Irrigation & Waterways Directorate,
Kanainatsal, Bardhaman, P.O.- Sreepally, P.S.- Bardhaman Sadar,
Dist.- Purba Bardhaman, Pin – 713103.
3. **Chief Engineer (South-West),**
Irrigation & Waterways Directorate,
Khusjungle, P.O.- Abas, P.S.- Midnapore, Kotwali,
Dist.- Paschim Midnapore, Pin- 721102
4. **Chief Engineer (North),**
Irrigation & Waterways Directorate,
Green Park, Malda, P.O.- Mokdumpur, P.S. – English Bazar,
Dist.-Malda, Pin – 732103.
5. **Chief Engineer (Design & Research),**
Irrigation & Waterways Directorate,
1st floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.

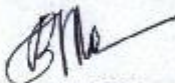
6. **Chief Engineer (North-East),**
Irrigation & Waterways Directorate,
Jalpath Bhawan, Club Road, P.O.- Jalpaiguri,
Dist.- Jalpaiguri, Pin – 735101.
7. **Chief Engineer (Teesta Barrage Project),**
Irrigation & Waterways Directorate,
Teesta Sech Bhawan, 2nd Mile, Sevoke Road, Siliguri,
Dist.-Darjeeling, Pin- 734001.
8. **Chief Engineer (Mechanical & Electrical),**
Irrigation & Waterways Directorate,
2nd floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.
9. **Chief Engineer & Project Director (WBMIFMP),**
Irrigation & Waterways Directorate,
9th floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.
10. **Executive Engineer-I,**
Investigation & Planning Division (South),
Irrigation & Waterways Directorate,
3rd floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.

He is requested to arrange launching of new modules in OPMS and modifications of the existing ones, in line with the enclosed SOP and in consultation with Deputy Secretary-IV.

11. **Executive Engineer,**
DVC Study Cell,
Irrigation & Waterways Directorate,
7th floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.

With request to upload this memorandum in the departmental web portal. A scroll message may be displayed for the next 3 months in the Home Page of departmental web portal stating the issuance of this memorandum.

Encls. : As stated.


(Biplab Mukhopadhyay)
Joint Secretary (Works)
Irrigation & Waterways Department
Govt. of West Bengal

Standard Operating Procedure (SOP) to be followed for identification and screening of required maintenance/repair works, fund allocation, scheme submission, accordance of Administrative Approval wherever required, tendering and execution

[Enclosure to the Office Memorandum No. 07-W/2023-24 dated 12.06.2023]

A. For pre-monsoon maintenance and repair of flood management infrastructure:-

i. Procedure to be followed from 2024-25 onwards.

- The Department will issue a Chief Engineer wise allocation by **15th of February** with permission for inviting tender within next 7 (seven) days. Such allocation will be made out of the budget under SDS (Maintenance). Identification, checking of the required schemes are to be carried out in OPMS module [existing module i.e. "Flood SDS(M)] following the chain—EE-SE-CE-CE(D&R)-CE. After finalization of the schemes, division-wise sub-allotment out CE wise allotment will be decided by the concerned Chief Engineer and the same is to be intimated to the Department. The Tender procedure is to be **completed within 31st March**, including financial bid evolution. After that work orders are to be issued within **5th April** without waiting for issue of formal Administrative Approval with a view to complete the works, latest by 10th June for four North Bengal districts and by **30th June for all other districts.**
- On completion of tender procedure, tender based D.P.R.s are to be submitted by each division, in the OPMS module [existing module i.e. "Flood SDS(M)] on the selected schemes, to the Department following the route EE-SE-CE-Deptt., for accordance of **post facto** administrative approval on tender based cost estimate within **20th April**. D.P.R.s should contain the photograph and Latitude - Longitude of the damages. Post-facto Administrative Approval would be accorded by 31st May.
- Fund will be released by the Department on receipt of formal requisition directly from the concerned divisions through OPMS.

ii. Procedure to be followed for 2023-24 only.

- Tendered based D.P.R.s with **photographs** of damages are to be submitted in OPMS module [existing module i.e. "Flood SDS(M)] following the route—EE-SE-CE-CE(D&R)-Deptt., out of pre-monsoon allocation communicated vide this departments Memo No. 008(7)-IB dated 12.04.2023, by 30.06.2023.
W-14011(12)/2/2023 E-707175



The work orders are to be issued immediately, if not issued already.

- **Post – facto** Administrative Approval will be accorded by 31.07.2023.
- Fund will be released by the Department on receipt of requisition directly from the concerned divisions through OPMS out of SDS (Maintenance) budget.

B. For Annual Maintenance / One time maintenance of drainage channels:-

B.1- For AMC :-

(i) Procedure to be followed from 2024-25 onwards.

- A division-wise allocation will be made from the department by 31st of January. AMC is to be carried out following the cycle April-March every year.
- On receipt of division-wise allocation, the D.P.R.'s with **photographs** are to be submitted by each division, on the selected canals, in the OPMS module [new sub-module, "AMC of drainage channels under existing module i.e. "Normal SDS (M)] to the Department, for accordance of Administrative Approval on the estimated cost. **No post-facto approval** on the tendered based cost is applicable here. Submission of the D.P.R.'s in the above stated OPMS module is to be **completed by 15th February**.
- Administrative Approval will be issued by the Department **within 20th March**, out of SDS (Maintenance) budget.
- The tenders are to be invited, within 7 (seven) days from the issue of division-wise allocation by the Department. The work orders are to be issued after successful completion of each tender process and issue of formal Administrative Approval, with a view to start the AMC from the **1st week of April**. In case of higher rate quote, the proposals for revised Administrative Approval are to be submitted to the Department on case to case basis.
- Fund will be released by the Department on receipt of requisition of fund, directly from the concerned divisions through OPMS.

(ii) Procedure to be followed for AMC in 2023-24.

- Annual Maintenance of selected drainage channels, mainly in urban or semi urban areas, the list of 905.73 KM of drainage channels which has been circulated vide this department's memo no.- 88-IB/IW-14011(99)/24/2022-Section(IW) dated 28.02.2023 with **division-wise**



allocation, is to be carried out with the cycle from **April-March**, in the manner stated in the aforesaid memo of the Department, **out of SDS-maintenance budget** of the department instead of AE maintenance budget as stated in the said memo.

- The work orders are to be issued after tender if not issued already.
- The D.P.R.s with **photographs**, on tendered based cost are to be submitted to the department through OPMS [new sub module "AMC of drainage channels" under existing module i.e. "Normal SDS (M)] following the route—EE-SE-CE-CE(D&R)-Deptt. for obtaining **Post-facto** Administrative Approval out of SDS (Maintenance) budget, positively by **30.06.2023**.
- Post-facto Administrative Approval will be issued by **31.08.2023**.
- Fund will be released by the Department on receipt of requisition of fund, directly from the concerned divisions through OPMS.
- In case of already awarded AMC contracts, with different AMC cycle, like January-December, the same are to be terminated after the expiry of contract period and a fresh AMC is to be processed for next April-March. For intervening period if any, separate tenders are to be invited, either out of the savings in the AA cost or by obtaining a separate AA for the said limited intermediate time, after initiating the process of AA at least 2 months prior to the expiry of the contract.

B.2- For Onetime maintenance of drainage channels:-

(i) Procedure to be followed from 2024-25 onwards.

- A division-wise allocation out of SDS-maintenance budget will be issued by the Department by 15th of April, with direction to invite tender by 25th of April.
- On receiving allocation, the D.P.R.'s are to be submitted to the Department, on the selected canals, in the OPMS module [new sub module, "One time maintenance of drainage channels" under existing module i.e. "Normal SDS(M)"] following the route—EE-SE-CE-Deptt., for accordance of administrative approval on the estimated cost **latest by 20th May**. **No post-facto approval** on the tendered cost is applicable here. Administrative Approval will be issued by **20th June**. Work Orders will be issued as soon as Administrative Approval is issued. Photography are to be attached with the D.P.R.s.



- Fund will be released by the Department on receipt of requisition of fund, directly from the concerned division through OPMS.

(ii) Procedure to be followed in 2023-24.

- A List of drainage channels, requiring one time cleaning during monsoons, with projected cost and photographs, is to be sent to DS-IV through e-mail by **15.06.2023**.
- A division-wise allocation will be communicated from the department, out of SDS (Maintenance) budget to the concerned Chief Engineers by **20.06.2023**.
- Tenders are to be floated as per allocation and D.P.R.s with **photographs** on estimated cost (not tendered cost) are to be submitted in the aforesaid module of OPMS, following the route—EE-SE-CE-CE (D&R)-Deptt. for obtaining Administrative Approval by **30.06.2023**.
- Work orders will be issued after receiving the Administrative Approval.

C. Maintenance and Repair of Irrigation Infrastructure for ensuring Kharif,

Rabi and Boro Irrigation :-

(i) Procedure to be followed from 2024-25 onwards.

- Division-wise list of schemes with estimated cost and justification for taking up the proposed works, are to be submitted to the Department after examination at different tiers in OPMS module [existing module, i.e. "Irrigation SDS(M)"], by **15th August** by each Chief Engineer following the routed EE-SE-CE-CE(D&R)-CE, which are intended to ensure the Irrigation in next Rabi, Boro and Kharif season. **Photographs** are to be attached against each scheme.
- After final scrutiny the Department will issue a division-wise allocation by **31st August** with direction to submit individual D.P.Rs of the selected schemes to the Department through OPMS [existing module, i.e. Irrigation SDS(M)] (with permission for invitation of tender on the selected works) following the route EE-SE-CE-Deptt.. Such allocation will be made out of the budget provision under SDS-maintenance.
- Administrative Approval will be issued on the estimated cost by the Department, latest by **15th of October**. The work orders will be issued after receipt of formal Administrative Approval.
- The works are to be completed before the Rabi Irrigation / Boro Irrigation / Kharif Irrigation as the case may be.



(ii) Procedure to be followed in 2023-24.

- Requirement of fund for taking up maintenance work to ensure ensuing Kharif irrigation in 2023, division wise, is to be submitted through email to the DS-IV by **20.06.2023** by concerned Chief Engineers.
- Fund allocation out of SDS maintenance budget with permission of tender will be conveyed by the Department by **30.06.23**.
- After completion of tenders, the work orders may be issued and D.P.R.s with **photographs** on tendered based cost are to be uploaded in OPMS module [existing module i.e. "Irrigation SDS(M)"], following the route--- EE-SE-CE-Deptt. by 31.07.2023.
- Post-facto Administrative Approval under SDS maintenance will be accorded by **31.08.2023**.

D. Emergent restoration works during monsoon and non-monsoon periods:-

- Emergent restoration works are to be taken up and implemented during monsoon and non-monsoon period, in the manner stated in the Department's notification no. 19-(W)/2016-17 dated 19.07.2016 or its modification if any.
- After issuance of work order, the D.P.R.s are to be prepared on the tendered cost and sent to the Department in OPMS module [new sub-module, "Emergent Restoration Work" under existing module, i.e. "Flood SDS(M)"], following the route—EE-SE-CE for accordance of **post-facto** administrative approval under SDS-Maintenance budget provision.

E. Planned repair and maintenance of the office buildings, residential quarters, rest-sheds, bungalows and their premises:-

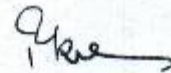
(i) Procedure to be followed from 2024-25 onwards:-

- Division-wise list of schemes with **photographs** with estimated cost and justification, are to be submitted by each Chief Engineer to the Department after examination at different tiers through OPMS module [new module, "Maintenance & Repair under AE"] by **28th February** following the route EE-SE-CE-Deptt.
- The Department will issue a division-wise allocation by **15th March** out of the maintenance budget under Administrative Expenditure (AE), with direction to invite tender.
- Work orders are to be issued after successful completion of tender by **15th April**. The overall tendered amount should be within overall division-wise allocation. If it exceeds than fresh allocation is to be sought by the division from the Department through the Chief Engineer.

- Requisitions of fund (division wise) are to be placed to the Department in June, September, December and February by each Chief Engineer.

(ii) Procedure to be followed in 2023-24 only:-

- Division-wise list of schemes with estimated cost and justification, are to be submitted by each Chief Engineer to the Department after examination at different tiers through OPMS module [new module, "Maintenance & Repair under AE"] by **15th August** following the route EE-SE-CE-Deptt.
- The Department will issue a division-wise allocation by **31st August** out of the maintenance budget under Administrative Expenditure (AE), with direction to invite tender.
- Work orders are to be issued after successful completion of tender. The overall tendered amount should be within overall division-wise allocation. If it exceeds than fresh allocation is to be sought by the division from the Department through the Chief Engineer.
- Requisitions of fund (division wise) are to be placed to the Department in December and February by each Chief Engineer.



(Prabhat Kumar Mishra)

Principal Secretary to the Government of West Bengal