



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

No. 20-W/2024-25

Date : 19.07.2024

Memorandum

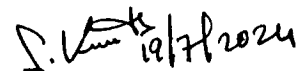
The Government of West Bengal has launched the scheme “**Karmashree**” from FY 2024-25 with an objective of providing at least 50 (fifty) days of wage employment to each Job Card holder household in a financial year through various development works of the Departments of the State Government, vide No. 1140 PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024.

It has been felt necessary to spelt out clearly the procedure to be followed in the Department and necessary clause also to be incorporated in Tender document, for successful implementation of the said scheme as per guideline.

In the above pretext, this Department has finalized a Standard Operating Procedure (SOP) after getting concurrence of the P&RD Department.

The State Finance Department has also accorded their concurrence towards incorporation of a special clause i.e. “**Contractor(s) should have to ensure the mandatory engagement of job card holders as unskilled workers for execution of awarded work, in order to implement the “Karmashree” Scheme launched by the State Government. They also have to submit periodic statement on such engagement to the Engineer-In-Charge in the prescribed format.**” in the Tender document vide UO NO : Group T/2024-2025/0279 dated - 01/07/2024.

Now, it has been decided in the Department to follow the enclosed SOP containing detailed procedure to be adhered to for implementation of the “Karmashree” scheme.



(S. Kundu)
Secretary to the
Irrigation & Waterways Department
Government of West Bengal

Memo No. 405/1(2)-IB
IW-14011(20)/5/2022 [E – 496953]

Dated, 19th July, 2024

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

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

The Hon'ble Ministers may be apprised.

Encl.:- As stated.

Goutam
19/7/24

(Goutam Kumar Dutta)
Joint Secretary
Irrigation & Waterways Department
Govt. of West Bengal

Memo No. 405/1(2)-IB
IW-14011(20)/5/2022 [E – 496953]

Dated, 19th July, 2024

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

1. **Secretary,**
Panchayet & Rural Development Department,
Joint Administrative Building; Block - HC 7: Sector - II
Salt Lake, Kolkata 700106

Encl.:- As stated.

Goutam
19/7/24

(Goutam Kumar Dutta)
Joint Secretary
Irrigation & Waterways Department
Govt. of West Bengal

Memo No. 405/1(12)-IB
IW-14011(20)/5/2022 [E – 496953]

Dated, 19th July, 2024

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

2. **Chief Engineer (South),**
Irrigation & Waterways Directorate,
1st floor, Jalasampad Bhawan,
Salt Lake City, Kolkata – 700091
3. **Chief Engineer (West),**
Irrigation & Waterways Directorate,
Kanainatsal, Bardhaman, P.O-Sreepally, P.S- Bardhaman Sadar,
Dist-Purba Bardhaman, Pin - 713103
4. **Chief Engineer (South-West),**
Irrigation & Waterways Directorate,
Khusjungle, P.O-Abas, P.S- Midnapore, Kotwali,
Dist-Paschim Midnapore, Pin – 721102

5. **Chief Engineer (North),**
Irrigation & Waterways Directorate,
Green Park, Malda, P.O-Mokdumpur, P.S- English Bazar,
Dist-Malda, Pin – 732103
6. **Chief Engineer (Design & Research),**
Irrigation & Waterways Directorate,
1st floor, Jalasampad Bhawan,
Salt Lake City, Kolkata- 700091
7. **Chief Engineer (North-East),**
Irrigation & Waterways Directorate,
Jalpath Bhawan, Club Road, P.O-Jalpaiguri,
Dist-Jalpaiguri, Pin – 735101
8. **Chief Engineer (Teesta Barrage Project),**
Irrigation & Waterways Directorate,
Teesta Sech Bhawan, 2nd Mile, Sevoke Road, Siliguri,
Dist-Darjeeling, Pin – 734001
9. **Chief Engineer (Mechanical & Electrical),**
Irrigation & Waterways Directorate,
2nd floor, Jalasampad Bhawan,
Salt Lake City, Kolkata – 700091
10. **Chief Engineer & Project Director (WBMIFMP),**
Irrigation & Waterways Directorate,
9th floor, Jalasampad Bhawan,
Salt Lake City, Kolkata – 700091
11. **Director,**
Advance Planning Project Evaluation and Monitoring Cell,
& Nodal Office, MGNREGA/Karmashree Scheme
Irrigation & Waterways Directorate,
3rd floor, Jalasampad Bhawan,
Salt Lake City, Kolkata – 700091
12. **Executive Engineer,**
DVD Study Cell,
Irrigation & Waterways Directorate,
7th floor, Jalasampad Bhawan,
Salt Lake City, Kolkata – 700091

With request to upload this memorandum in the Departmental web portal.

Enclo: As stated.

Goutam
19/7/24

(Goutam Kumar Dutta)
Joint Secretary
Irrigation & Waterways Department
Govt. of West Bengal

[Enclosure to the Office Memorandum No. : 20-W/2024-25 dated-19.07.2024]

Standard Operating Procedure (SOP) to be followed by the Field Level Executive Engineers to ensure engagement of job card holders as unskilled laboures for all departmental works following the“Karmashree” Programme launched by the State Government, vide No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024.

1.All the Executive Engineers will prepare a report (Annual Action Plan) in a tabular form in the 1st week of February, projecting therein the approximate monthly requirement of unskilled laboures in the next financial year , work wise and district wise, for the ongoing works as well for the works ready for issue of work order. The tabular statement is to be incorporated in a Google Spread Sheet as prepared and launched by the Department.

2.All the TIAs of this Department need to incorporate the following clause in the Notice Inviting Manual and E-tenders format and also in the Work Order as a special term & condition.

“ Contractor (s) should have to ensure the mandatory engagement of job card holders as unskilled workers for execution of awarded work, in order to implement the “Karmashree” Scheme launched by the State Government, vide No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024. They also have to submit periodic statement on such engagement in the manner stated in the aforesaid order.”

3.Since it is a new concept, in the pre-bid meetings, the roll of the agency / contractor under purview of the “Karmashree” Scheme should be explained to them emphasizing the fact that only valid job card holders can be engaged by them as unskilled laboures of any work.

4.Once any work order is issued, the Engineer-In-Charge (EIC) of the Work, shall intimate the District Nodal Officer (MGNREGS) about the number of unskilled workers required to be engaged on daily basis for the 1st 14 days, 7 days prior to the start of work, in Labour Requirement Format (**Annexure-III to the G.O. No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024**), based on the feedback collected from the agency/contractor. Subsequently such requirement shall be placed for the next fortnight and so on. The requirement shall be submitted at least Seven days before the starting of the work or Seven days before next requirements.



5. On receipt of Labour Requirement Format, Block Development Officer will intimate the assignment of Job Card Holders for the particular work to the Engineer-In-Charge as per prescribed format in **Annexure-IV to the G.O. No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024**, three days before the starting of the work or three days prior to successive requirements. The same procedure should be followed fortnightly.

6. The number of unskilled workers shall be identified in different categories on the basis of the classification of employees made in “Minimum rates of wages in Scheduled Employments in West Bengal (Construction or maintenance of roads or in building operations)” published half-yearly from the Office of the Labour Commissioner, West Bengal, also available at website of the Labour Commissionerate of Labour Department (<https://wbcl.gov.in/min-wages-act>).

7. At the time of issuance of work order to the contractor/agency, the Engineer-In-Charge (EIC) will issue an Employment Sheet (as per format in **Annexure-VI to the G.O. No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024**), in which the person days of work to be provided to each unskilled worker and the amount to be paid therefor etc, shall be recorded.

8. These filled-in-Employment Sheets (**Annexure-VI to the G.O. No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024**) will be collected by the Engineer-In-Charge (EIC) of the work from the contractor/agency every 14 days and the same are to be sent to the District Nodal Officer of MGNREGA/Karmashree.

9. On the basis of the filled-in-Employment sheets, District Nodal Officer of MGNREGA/Karmashree in each district will aggregate the reports of engagement of Job card holders in that district in a fortnight and furnish aggregated report (**Annexure-VIII to the G.O. No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024**) to the District Magistrate and the Departmental Nodal Officer of MGNREGA/Karmashree (i.e. Director /Advance Planning Project Evaluation & Monitoring Cell, I&W Dte.). The District Nodal Officer will be identified by the concerned Superintending Engineer / Chief Engineer where more than one working Divisions are existed in a district.

10. Payment of wages to the Job Card holders engaged in a work will be made by the contractor/agency as per existing guidelines of the respective administrative Department, other guidelines of the State Government as well as the terms and conditions mentioned in the tender document and the work order. Provisions of the minimum wages Act, 1948 read



with relevant Rules framed by the Government of West Bengal will be applicable in respect of the workers engaged for the execution of the works. As such, the minimum rate of wages to be provided to the workers will be governed by the notifications published by the Labour Department from time to time in this regard.

11. The Departmental Nodal Officer of MGNREGA/Karmashree will compile all the reports received from the District Nodal Officers, at Department level. He will also send the compiled information of engagement of Job Card holders by the Department to the Panchayats & Rural Dev-Department on fortnightly basis for further compilation the reports at State Level.

12. After completion of work, a certificate (as per format in **Annexure-VII to the G.O. No. 1140-PRD-33011/1/2024-MGNREGA SEC dated-07.03.2024**) stating that only Job card holders were engaged as unskilled workers, is to be submitted by the contractor/agency to the Engineer-in -Charge.

13. For any other issues / queries, the general provisions laid down in the aforesaid Gazette Notification should be followed.

14. However, contractor/agency may engage unskilled workers from their own resources (from within or outside the work zone) with the approval from the Engineer-In-Charge, provided such unskilled workers possess valid Job Card. Reports for such engagements must of course to be maintained in the manner stated at Sl. 7, 8 & 12 above.

 19/7/2024

(S. Kundu)

Secretary to the
Irrigation & Waterways Department
Government of West Bengal