



**Government of West Bengal.
Irrigation and Waterways Department,
Jalsampad Bhavan, Salt Lake, Kolkata-91**

No. -27(W)/2024-25

dated 21.02.2025

MEMORANDUM

In supersession of this Department's Memorandum No. 01-W/2020-21 dated 30th March 2021 and its subsequent corrigendum / addendum orders; the '**Departmental Screening Committee (DSC)**' is hereby reconstituted as follows:

1. The composition of this '**Departmental Screening Committee (DSC)**' will be as stated below:

- | | | |
|-------|--|--------------------|
| i. | Secretary, I&W Deptt. | Chairman |
| ii. | Financial Advisor, I&W Deptt. | Member |
| iii. | Chief Engineer (Design & Research), I&W Dte. | Member |
| iv. | Concerned Chief Engineer (Civil and M&E), I&W Dte. | Member |
| v. | Concerned Joint Secretary, I&W Deptt. | Member |
| vi. | Director of Designs, Central Design Office, I&W Dte. | Member |
| vii. | Respective Deputy Secretary, I&W Deptt | Member Convener |
| viii. | Any other officer(s) co-opted by the Chairman | Invitee Member(s). |

2. Meetings of the '**Departmental Screening Committee**' (DSC)' will be convened from time to time, based on actual requirement & depending on volume of pending proposals and urgency and in order to maintain budgetary and administrative commitments of the Irrigation & Waterways Department.
3. The quorum of a DSC meeting shall be deemed to be formed if the Chairman, Financial Advisor, concerned CE, Member Convener and any two other members remain present.
4. Following will be the scope of functioning of the '**Departmental Screening Committee**' (DSC)':
 - i. Scrutinize the proposals / DPRs by the DLTC, placed by the Chief Engineers in terms of model guidelines for DPR preparation out of the proposals received for inclusion in the State Development Schemes voted budgetary provision/allocation (primarily for Core SDS capital works & NABARD assisted RIDF projects), and communicate clearance to proceed for a formal Administrative Approval.
 - ii. Determination of inter-se priority of projects based on Departmental priorities and allocations and also urgency for taking up such works.
 - iii. Issue instructions for additions/alternation/modification of proposals, if any.
 - iv. If inter-state or international ramification of any scheme is found, the same would be forwarded to the "State Technical Advisory Committee of West Bengal" in conformity with the guidelines of Government of India.
 - v. For projects costing above Rs. 10 crore, a detailed 'Power Point presentation (PPT)' would be prepared by the concerned Superintending Engineer of CIVIL or M&E wing. The said (PPT) has to be presented before the '**Directorate Level Technical Committee**' (DLTC)'. After clearance by the said technical committee, the corrected PPT is then required to be presented and explained to the DSC by the concerned Superintending Engineer. The general guidelines for preparation of PPT are enclosed as Annexure to this order.

5. Procedure for submission of DPRs:

- a) The pdf copies of the technically sanctioned / vetted DPRs of all capital works schemes, including the schemes proposed for funding under RIDF but excluding any other Central Assistance scheme, are required to be submitted at the disposal of the Department through OPFMS Module of the Department along with recommendation of the '**Directorate Level Technical Committee (DLTC)**', within 7 days from the date of clearance by the DLTC.
 - b) The meeting notice will be circulated to the all concerned and the selected schemes are to be placed in the meeting of '**Departmental Screening Committee**' (DSC)'.
 - c) The RoD of the DSC meeting will be uploaded in OPFMS and the DSC cleared schemes will also be duly approved in the OPFMS by the concerned Deputy Secretary.
 - d) Then, the modifications suggested during the meeting by the DSC should be incorporated in the DPRs, with a certificate by competent authority as per delegation of financial powers, and the technically sanctioned DPRs are to be uploaded in the OPFMS within 7 days, for accordance of AAFS.
6. The Concerned Superintending Engineer (for DPR value more than Rs. 1.00 Crore) / Executive Engineer (for DPR value upto Rs. 1.00 Crore) of the working Circle/ Division (Civil or M&E wing), shall remain present in the meeting of the '**Departmental Screening Committee**' (DSC)' to explain the DPR for adequately explaining the technicalities.
7. This order will take immediate effect.



**Additional Chief Secretary to the
Government of West Bengal**

Enclosure to I &WD No. 27(W)/2024-25 dt 21.02.2025

communicated vide No. 85-IB- IW-14011(33)/9/2021 [431474] dated 21.02.2025)

Annexure

The Power Point Presentation (PPT) should preferably contain the following:

- a) Salient features of the scheme/project as stated below including its key components w.r.t the project costs and a tabular comparative chart indicating adherence to provisions contained in the Departmental Manuals, BIS codes, Design & Drawing by CDO considered in the DPR. Any deviation made is to be technically justified with field data, video graphs/ photographs, expert opinion/ recommendation of the CDO.
 - i. Length of major items e.g., length of de-siltation work, protection work, embankments, canal etc., features of hydraulic structure, bridges, roads, buildings, mechanical & electrical components.
 - ii. Name of the benefited Municipalities, GPs, Blocks and District with areas in Sq.km or hectare.
 - iii. Comments on economic viability and durability of the proposal.
- b) Index plan/location map of the project with Latitude/Longitude of project location and General Sketch (GAD) of the proposal.
- c) Technical Note.
- d) Pre-work representative photographs of the scheme/project.
- e) Certificates authenticated by the concerned field level Assistant Engineer and Junior Engineer that the pre-work levels and all basic data considered for design have been physically verified by them including availability of Departmental land free from encumbrances.
- f) Planning for duration for completion of work with due consideration of monsoon stop-over etc. for Flood Control Sector works and canal irrigation periods etc. for irrigation sector work.



(S.Kundu)


**Secretary to the
Government of West Bengal**

Memo No. 85(5) IB
IW-14011(33)/9/2021-SECTION(IW) [E-431474]

Date: 21.02.2025

Copy forwarded for information to the :

- 1.OSD to Hon'ble Minister-in-Charge , Irrigation & Waterways Department. GoWB
2. OSD to Hon'ble Minister-of State, Irrigation & Waterways Department. GoWB
- 3.Pr.P.S to Additional Chief Secretary, Irrigation & Waterways Department. GoWB
- 4.P.S. to Secretary, Irrigation & Waterways Department. GoWB
- 5.Financial Advisor, Irrigation & Waterways Department. GoWB


(S. Sarkar)

Deputy Secretary to the
Government of West Bengal


Memo No. 85(19) IB
IW-14011(33)/9/2021-SECTION(IW) [E-431474]

Date: 21.02.2025

Copy forwarded for information and necessary action to:

- 1-9. The Chief Engineer (All)
Irrigation & Waterways Directorate, GoWB
- 10-11. The Joint Secretary (Works)/(Technical)
Irrigation & Waterways Department
- 12-13. The Deputy Secretary (Works)-(All)
Irrigation & Waterways Department
- 14.The Director of Designs
Central Design Office
Irrigation & Waterways Directorate
- 15.The Superintending Engineer,
Investigation & Planning Circle – I
Irrigation & Waterways Directorate
- 16.The Executive Engineer, DVC Study Cell,
Irrigation & Waterways Directorate

He is requested to upload this order in the official website of this Department with the subject as
“Re-Constitution of Departmental Screening Committee (DSC)”.


(S.Sarkar)

Deputy Secretary to the
Government of West Bengal.