



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

No. 28 -W/2024-24

Dated 21st February 2025

OFFICE MEMORANDUM

The matter of bringing efficiency, transparency and fiscal discipline has always been the priority of the State Government. Several initiatives have been taken in the past. Their impact and evaluation have been discussed from time to time at appropriate levels. Considering various projects undertaken by the I&W Department, it has been felt to further strengthen the supervision and monitoring system at the State level for monitoring and record keeping of all irrigation related information of irrigation schemes, irrigation provided in Kharif, Rabi & Boro, inspection of ongoing works their quality & submission of reports to the appropriate authority on a regular basis, maintenance of records of all I&W lands & issue advisory towards monitoring & supervision of all maintenance, up-keep, manning and allotment of premises viz Inspection Bungalows, Rest Sheds, residential colonies/quarters, offices etc within the I&WD premises. Moreover, it has also been felt necessary to constitute a Centralized Tender Unit (CTU), like in the State PWD, which will not only do the tendering process for works beyond certain values but also examine the tendering process completed at CE/SE/EE level on selective basis, to ensure uniformity, transparency effectiveness in the tendering process and financial efficiency.

2. The Department has taken a holistic approach to constitute **4(four) different dedicated Units within the Department** including the above stated **Central Tender Unit** through restructuring and using available as well as new posts created by the State Government. Till the time formal approval of the appropriate level of the State Government for the said restructuring and reorientation is obtained, it has been decided that the Department will start functioning of the following four separate Units in the Department with the available manpower on deployment basis as additional duty.

3. The names of the above stated 4 (four) units and the mode of their present functioning are as stated below.

- a) Central Tendering Unit (for tendering of dredging works at no cost to the state formula and tendering for other works of value above Rs. 7.0 (seven) crore under Chief Engineer (D&R), I&W Directorate.

- b) Works monitoring and report Cell within existing Advance Planning, Project Evaluation & Monitoring Cell, I&W Directorate under overall guidance of Chief Engineer (D&R), I&W Directorate.
- c) Irrigation Monitoring, Grievance Redressal, Inspection & Quality Checking Cell in existing Investigation & Planning Circle-II, I& W Directorate under overall guidance of Chief Engineer (D&R), I&W Directorate.
- d) Estate Management Cell under overall guidance of Chief Engineer (D&R), I&W Directorate.

4. The manning of the above stated 4 (four) units and their Term of Reference are as stated below.

4A. Central Tender Unit (CTU) with a Tender Evaluation Cell within CTU

4A 1. Central Tender Unit

Present Manpower deployment

1. SE - Kalyan Dey (service to be placed in addition to normal duties, from WBMIFMP)
2. EE, SERP – Kalparup Pal (Existing)
3. EE, Hooghly Irrigation Divn, WBMIFMP, Jishu Dutta (services to be placed in addition to normal duty)
4. AE, SPMU, WBMIFMP - Nayem Hossain (Existing) (services to be placed in addition to normal duties)
5. AE, Hooghly Irrigation Divn - Bomkesh Ojha (Existing) (services to be placed in addition to the normal duties)
6. 2 JEs, Supriya Dutta, (SERP, Existing), Joydeep Samanta (services to be placed from Joynagar Irrigation Division).



4A2. Tender Evaluation Cell within CTU

Composition: -

1. Chief Engineer (D&R) - Chairman
2. Concerned Chief Engineer - Member
3. Superintending Engineer of CTU, Member Secretary

4A3. Terms of reference of CTU and Tender Evaluation Cell within CTU

- i. After finalization of the schemes having estimated value more than Rs.7.00 Crore, the same will be forwarded to CTU by the respective Chief Engineers for inviting tender and evaluation.
- ii. CTU will prepare tender documents upon receipt of the technically vetted estimates of administratively approved schemes from the Chief Engineers. The CTU will also prepare zone specific tender documents for dredging works adopting no cost to the State formula on being informed by the concerned Chief Engineer, based on such model tender document approved by appropriate authority of the State Government.
- iii. The Superintending Engineer of CTU will float tender observing all related extant rules of the State Government and will open Technical Bid as per published tender schedule.
- iv. The Technical Bid will be evaluated by the Tender Evaluation Cell within CTU and uploaded in e-tender portal.
- v. After Technical Bid evaluation, if any grievance is received the same will be addressed by the Chief Engineer (D&R), in the same way it is done by other CEs.
- vi. The Financial Bid will be opened and evaluated by the Tender Evaluation cell within CTU.
- vii. After tender invitation and evaluation, the CTU will recommend the same for acceptance, following the extant financial norms (presently FD Memorandum No.2320 dated 07.06.2022) and power delegation. The Divisional Accountant of SERP cell will carry out the Test Check for such tenders after evaluation by the Tender Evaluation Committee within CTU stated above. The Chief Engineer (D&R) will act as the Tender Accepting Authority after successful evaluation and its



recommendation by appropriate authority. After tender acceptance by the Chief Engineer (D&R) and the uploading of the Financial Bid in the e-tender portal, the CTU will send the necessary documents to the concerned Chief Engineer of field wing for issue of LOA by him/her and the Work Order by the concerned Executive Engineer.

4B. Works Monitoring and Report Cell

Composition

The Cell at present will run under Advance Planning, Project Evaluation & Monitoring Cell. They will carry out the above assignment in addition to their original duty. The existing function of the Advance Planning, Project Evaluation & Monitoring Cell for CFCR (Central Flood Control Room) and other works shall continue to prevail.

Present Manpower Deployment

1. Director, Advance Planning, Project Evaluation & Monitoring Cell – Dwijadas Mandal (Existing)
2. Dy Director (Co-ordination) APPE&M Cell - Dinesh Ch. Tikadar (Existing),
3. Dy. Director (Monitoring) APPE&M Cell - Koushik Sinha (Existing)
4. 2 AEs from CE Drawing Office - Sudipta Dattta (Existing), Sudip Das (Existing) (To be placed as additional duty)
5. 2 JEs from APPE&M Cell - Subhojit Das (Existing), Ranajit Dasgupta (Existing)

Terms of Reference of Works Monitoring and Report Cell.

The cell will monitor all types of works being executed by the Department. Normally the monitoring will be carried out by regular supervision through the OPMS module of the Department. The Cell will be responsible for collecting of all such work-related data in a regular manner from the field Divisions. They shall be responsible for maintaining constant updated information of all works and be prepared to present reports as per requirement of higher authority at a short notice. They will devise required formats for such monitoring and reporting and also a Standard Operating Procedure (SOP) for the functioning of the cell.



4C. Irrigation Monitoring, Grievance Redressal, Inspection & Quality checking Cell

Composition

The existing Investigation & Planning Circle – II (IPC-II) with support of manpower under DVC Study Cell will carry out this assignment. The DVC Study Cell will extend necessary support to IPC-II in addition to their normal duties. The existing function of the Investigation & Planning Circle – II towards NHP and other duties shall continue to prevail.

Terms of Reference of Irrigation Monitoring, Grievance Redressal, Inspection & Quality checking Cell.

The Cell will be responsible for monitoring and record keeping of all irrigation related information of all irrigation schemes within the administrative control of the Department. They shall collect and update all current irrigation related information and also collect all historical records from the existing field divisions so as they may function as one stop source of all irrigation related data of the department.

Besides, the Cell will inspect ongoing works their quality and will submit reports to the appropriate authority on a regular basis. The Standard Operating Procedure (SOP) for functioning of the cell will be developed and intimated by the Cell in due course to the Department. In addition to the above, the Cell will also look into complaints related to works, whenever such issues are referred by the Department and submit the report of the findings / recommendation to the Department.

4D. Estate Management Cell

Present Manpower deployment

1. APD-II, SPMU, WBMIFMP–Amitava Ghosh (services to be placed as additional duty)
2. AE. DPMU- II, WBMIFMP - Nabajyoti Chaudhuri (services to be placed as additional duty)
3. AE(LR), Urban Drainage Divn - Partha Pratim Bhattacharya (services to be placed as additional duty)

B

Terms of Reference of Estate Management Cell

The cell will have overall management & advisory functions in matters relating to all lands and assets of the I&W Department as a centralized advisory towards monitoring & supervision of all maintenance, up-keep, manning and allotment of premises viz Inspection Bungalows, Rest Sheds, residential colonies/quarters, offices etc within the I&WD premises. The Standard Operating Procedure (SOP) for functioning of the cell will be developed and intimated by the Cell in due course to the Department.

5. This order will take immediate effect.
6. The Executive Engineer, MDD-I will arrange for suitable office space for day to day functioning of the cell.

S. Kundu
21/02/2025

(Sanjoy Kundu)
Secretary to the
Government of West Bengal

No. 86-IB /1(2)-IB
IW/11011(99)/18/2025(Comp.-1125378)

Dated, 21st February ,2025

Copy forwarded for information to :-

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

The Hon'ble Ministers may be apprised.

S. Kundu
21/02/2025

(Sanjoy Kundu)
Secretary to the
Government of West Bengal

No. 86-IB /2()-IB
IW/11011(99)/18/2025(Comp.-1125378)

Dated, 21st February ,2025

Copy forwarded for information to :-

1. **Pr P.S. to Additional Chief Secretary,**
Irrigation & Waterways Department,
1st Floor, Jalsampad Bhawan, Saltlake, Kolkata- 700091.
2. **Financial Advisor,**
Irrigation & Waterways Department,
1st Floor, Jalsampad Bhawan, Saltlake, Kolkata- 700091.

D. Kundu 21/02/2025
(Sanjoy Kundu)
Secretary to the
Government of West Bengal

No. 86-IB /3(11)-IB
IW/11011(99)/18/2025(Comp.-1125378)

Dated, 21st February ,2025

Copy 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,
Jalapath 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. **DP & Ex-Officio Chief Engineer,**
Irrigation & Waterways Directorate,
1st floor, Jalsampad Bhawan,
Salt Lake City, Kolkata – 700091.
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.

S. Kundu 21/02/2025
(Sanjoy Kundu)
Secretary to the
Government of West Bengal