



**Irrigation & Waterways Department
Jalasampad Bhaban, 1st Floor, Western Block
Bidhannagar, Salt Lake City 700091**


No.01 –W/2025-2026

Dated, 8th April, 2025

MEMORANDUM

After due examination and consideration and with an aim to bring efficiency & accountability in the system, the competent authority has decided to discontinue with the 'Directorate Level Technical Committee' (DLTC) and the 'Departmental Screening Committee' (DSC) reconstituted vide No.03-W/2021-22 dated 07.07.2021 & subsequently reconstituted vide No.26-W/2024-25 dated 21.02.2025 and vide No.01-W/2020-21 dated 30.03.2021 & subsequently reconstituted vide No.27-W/2024-25 dated 21.02.2025 respectively, with immediate effect until further order. All Chief Engineers are directed to ensure the compliance of process/ SoPs as stated in Annexure-I to Model Guidelines for preparation of D.P.R. (copy attached) before sending the proposal to Secretary, Irrigation & Waterways Department with an immediate effect.

Enclo: As stated


Secretary to the
Government of West Bengal

Memo No.01/1(4) - W

Dated, 8th April, 2025

Copy forwarded alongwith enclosure for kind information to the:

1. OSD to Hon'ble Minister-In-Charge
Irrigation & Waterways Department
Government of West Bengal
 2. OSD to Hon'ble Minister-of-State
Irrigation & Waterways Department
Government of West Bengal
 3. Pr. P.A. to Additional Chief Secretary
Irrigation & Waterways Department
Government of West Bengal
 4. Sr. P.A. to Secretary
Irrigation & Waterways Department
Government of West Bengal
- With a request to apprise the Hon'ble Minister-In-Charge, Hon'ble Minister-of-State, Additional Chief Secretary and Secretary.

Enclo: As stated

Deputy Secretary to the
Government of West Bengal

Memo No.01/2(3) - W

Dated, 8th April, 2025

Copy forwarded alongwith enclosure for information to the :

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings. 2. Government Place (West), Kolkata -700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings. 2. Government Place (West), Kolkata -700 001.
3. Accountant General, West Bengal, Economics & Revenue Sector Audit, 5th Floor, MSO Building, CGO Complex, Block-DF, Sector-1, Bidhannagar, Kolkata -700 064

Enclo: As stated

Deputy Secretary to the
Government of West Bengal

Memo No.01/3(10) - W

Dated, 8th April, 2025

Copy forwarded alongwith enclosure for information and necessary compliance to the :

1. Chief Engineer (South), Irrigation & Waterways Directorate.
2. Chief Engineer (West), Irrigation & Waterways Directorate.
3. Chief Engineer (South West), Irrigation & Waterways Directorate.
4. Chief Engineer (North), Irrigation & Waterways Directorate.
5. Chief Engineer & Project Director WBMIFMP, Irrigation & Waterways Directorate.
6. Chief Engineer (Design & Research), Irrigation & Waterways Directorate.
7. Chief Engineer (North East), Irrigation & Waterways Directorate.
8. Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate.
9. Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate.
- ✓ 10. Executive Engineer, DVC Study Cell, Irrigation & Waterways Directorate.

He is requested to upload the instant order in the Notification link of the departmental website www.wbiwd.gov.in under heading **“Discontinuations of Directorate Level Technical Committee (DLTC) and Departmental Screening Committee (DSC) in the Irrigation & Waterways Department”**.

Enclo: As stated


Deputy Secretary to the
Government of West Bengal

Annexure-I to Model Guidelines for preparation of D.P.R. of Capital Plan Schemes proposed for implementation with the departmental budget under SDS Core Plan and RKVY Head of Account.

Sl. No.	Item for declaration	Declaration / Statement / Information
1.	Name of the work	
2.	Technically sanctioned Cost (Rs.)	
3.	Latitude and Longitude of the work zone	For linear project lat & long for two extreme ends and for non linear project that of four corners
4.	Brief mention about the nature of the proposed work and its various components	Like but not limited to:- 1. Renovation of irrigation canals with lining- KM 2. New canal construction- KM 3. Raising & strengthening of embankments- KM 4. Excavation of drainage channel-KM etc
5.	GST rate considered for the estimate	The rate(s) of GST considered along with the justification for choosing the rate(s). While selecting any rate of GST, the order of the Department vide No. – 16 (107)-IB dated 25.04.2023 is to be followed till the time such GST rates are amended by the Central and State Government.
6.	S.O.Rs followed in the estimate	The S.O.Rs of the State Government, followed in preparing the estimate, with latest amendments, are to be mentioned.
7.	If any separate rate analysis was carried out.	Mentioned Yes/No. If Yes then the name(s) of the Superintending Engineer (s), who have accepted the rate, are to be stated clearly. Here, the name is the post of SE.

8.	If any land acquisition/ purchase is required.	If No, then the line "No land acquisition / purchase is required" is to be stated. If Yes, please mention the amount of land needs to be acquired / purchased in the concerned plot, mouza, block and district. It is also to be stated if the cost of the land has been included in the estimate.
9.	If there is any encroachment on the zone of work	If Yes, then mention the plan adopted for removal of encroachment and the time by which such encroachment is expected to be removed.
10.	If any additional post creation is involved	State Yes or No. If Yes then the action taken for such post creation.
11.	If purchase of any additional vehicle is involved.	State Yes or No.
12.	If engagement of additional manpower is involved.	State Yes or No.
13.	If any similar nature of plan work was executed in the zone of proposed work during :- a) Last 5 years for dredging works. b) Last 10 years for other capital works.	a) If Yes, then mention the year of completion of earlier dredging work, amount of siltation (depth in m) occurred thereafter. b) If Yes, then mention the year of completion of earlier work and the reason for taking up similar plan work within a span of 10 years.
14.	Benefitted Area (Sq KM), Population and B.C. ratio.	
15.	Does this scheme overlap with any ongoing plan scheme?	State Yes or No. If Yes, state the zone of overlap and the justification to allow such overlap.

16.	If the specifications of the proposed works have been finalized as per the drawing and design of Central Design Office (CDO), I&WD or any standard drawing issued by any State or Central Agency like MoRTH, Govt of India	If Yes, then mention the drawing No of CDO or the reference of other standard drawings.
17.	If the Departmental Manual on Bank Protection Works and Canal Lining, have been followed as per applications.	State Yes or No.

1. It is certified that the scheme has been prepared after detailed site investigation, understanding the exact site requirement and in consultation with the District Administration.

Signed :-

.....
(Sub-Divisional Officer)

.....
(Executive Engineer)

2. It is certified that the scheme has been checked in detail and found techno economically viable

.....
(Superintending Engineer)

.....
(Chief Engineer)