



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

No.01- W/2020-21

Dated, 30<sup>th</sup> March, 2021

**MEMORANDUM**

In supersession to this Departments' Memorandum No. 35-IB dated, 5<sup>th</sup> June 2014, the '*Departmental Screening Committee*' (DSC) is hereby reconstituted as follows:

1. The composition of the "Departmental Screening Committee" (DSC) and its 'Terms of References' would be as below:

i.	Secretary	-	<i>Chairman</i>
ii.	Financial Adviser	-	<i>Member</i>
iii.	Joint Secretary (Technical)	-	<i>Member</i>
iv.	Joint Secretary (Works)	-	<i>Member</i>
v.	Deputy Secretary-II (Works)	-	<i>Member &amp; Convenor</i>
vi.	Concerned Chief Engineer(s)	-	<i>Members</i>

whose proposal would be discussed

vii.	Chief Engineer (Design & Research)	-	<i>Member</i>
viii.	Director of Designs, Central Design Office	-	<i>Member</i>
ix.	Any other officer(s) co-opted by the Chairman.	-	<i>Invitee Member(s)</i>
2. Meetings of the **DSC** would 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 will be the Chairman, FA, concerned CE, and any two other members.

4. Following will be the scope of functioning of the Departmental Screening Committee:
- Scrutinize the proposals/DPRs 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 projects), and communicate clearance to proceed for a formal Administrative Approval.
  - Determination of inter-se priority of projects based on Departmental priorities and allocations and also urgency for taking up such works.
  - Issue instructions for addition/alteration/modification of proposals, if any.
  - 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.
  - For projects costing above Rs. 10 crore, a detailed ‘Power Point Presentation’ (PPT) would be prepared by the Superintending Engineer under whose jurisdiction; the scheme is proposed. The said (PPT) has to be presented before the Directorate Level Technical Committee of Chief Engineers. 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.
  - All project proposals above Rs. 25 crore will also include proposals for engaging an ‘*Authority Engineer*’ for supervising the project. The detailed SoP is being published separately.
5. Modifications suggested during the meeting by the DSC should be incorporated in the DPR, with certificate by competent authority as per delegation of financial powers, and that the recommendations of the DSC have been fully incorporated and recommended by the Chief Engineer.
6. This order will take immediate effect.

Enclo: Annexure

Sd/-  
(Naveen Prakash)  
Additional Chief Secretary

Memo No. 431/1(3)-IB

Dated, 30<sup>th</sup> March, 2021

Copy forwarded for information to:-

1. PA to Additional Chief Secretary  
Irrigation & Waterways Department
2. PA to Secretary  
Irrigation & Waterways Department
3. The Financial Adviser  
Irrigation & Waterways Department

Enclo: Annexure

*SA/-*  
(A. Ghosh)

Deputy Secretary to the  
Government of West Bengal

Memo No. 431/2(18)-IB

Dated, 30<sup>th</sup> March, 2021

Copy forwarded for information and necessary action to:-

- 1-9. The Chief Engineers (All)  
Irrigation & Waterways Directorate
- 10-11. The Joint Secretary (Works) / (Technical)  
Irrigation & Waterways Department
- 12-13. The Deputy Secretary (Works)-(All)  
Irrigation & Waterways Department
- 14-16. The Assistant Secretaries (Works)-(All)  
Irrigation & Waterways Department
17. The Director of Designs  
Central Design Office  
Irrigation & Waterways Directorate
18. The OSD & Ex-officio Deputy Secretary-III  
Irrigation & Waterways Department

He is requested to upload this Order in the official website of this Department.

Enclo: Annexure


*SA/-*  
(A. Ghosh)  
30.3.2021

Deputy Secretary to the  
Government of West Bengal

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, embankment, canal etc, features of hydraulic structure, bridges, roads, buildings, mechanical & electrical components.
  - ii. Name of the benefitted 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 & 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.

  
(A. Ghosh) 30.3.2021  
Deputy Secretary to the  
Government of West Bengal