

Government of West Bengal  
Public Works Department  
Establishment Branch  
E-III 14M-2/94

No. 652(6) - E

Date : 4th May, 1994.

From : The Deputy Secretary - I to the Govt. of West Bengal.

To : (i) Chief Engineer, P.W.D.  
(ii) Chief Engineer, P.W. (Roads) Deptt.  
(iii) Chief Engineer (N.H.)  
(iv) Chief Engineer (D.E.W.)  
(v) Chief Engineer (Electrical)  
(vi) Chief Engineer (Housing)

Sub : Guide lines of submitting Assets Statement by S.A.E.s under Public Works Department.

It is observed that the S.A.E.s both (Civil & Elecl.) are submitting their Assets Statements to the different higher authorities in absence of a clear guideline in the matter.

2. It has now been decided by the Govt. that all S.A.E.s both (Civil & Elecl.) will submit their Assets Statement to their respective S.E.s every year within stipulated time.

It has further been decided that the S.E.s should preserve such Assets Statements received from the S.A.E.s in safe custody. The S.E.s should submit an annual statement to the Chief Engineer every year showing therein the details of submission of such Assets Statement of the S.A.E.s.

Sd/- Sujit Nath  
Deputy Secretary-I, P.W.D.

No. 652/1(2)-E dt. 4.5.94

Copy forwarded for information and necessary action to:-

i) Joint Secretary, P.W. (R) Deptt.  
ii) Chief Engineer (National Highway)

Sd/- Sujit Nath  
Deputy Secretary-I, P.W.D.

No. 652/2(24)-E dt. 4.5.94

Copy forwarded to Superintending Engineer, \_\_\_\_\_ Circle, P.W.D.

- Superintending Engineers are requested to issue suitable instructions to the S.A.E.s in his circle for submitting Assets statements to him. The Executive Engineers & Assistant Engineers may also be suitably informed.
- The Superintending Engineers are also requested to ensure that all S.A.E.s under his circle submit their Assets Statements in time and regularly.

Sd/-  
Chief Engineer (El.) P.W.D.

Sd/-  
Chief Engineer, P.W.D.