

**GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
Establishment Branch**

No. 1123-E(2M-16/05)

Date : 13.09.06

MEMORANDUM

In inviting a reference to this department order no. 946-E/2M-16/05 dt. 17.05.2005 regarding guidelines for writing, movements & preservation of ACRs, borne in the cadre of engineer officers under PWD, the undersigned is directed to further clarify the procedure of preservation of ACRs of S.A.E.s of both Civil & Electrical wings of PWD in accordance with para (11) of this department order under reference.

- i) The ACRs of all the SAEs shall be preserved in the concerned Circle Offices by their respective S.Es.
- ii) The ACRs of those SAEs posted under the office of C. E./ Addl. C. E. of both Civil & electrical wings of PWD, shall be preserved by the concerned appointing authority.
- iii) As and when called for, by Deputy Secretary-1, PWD the concerned S.E.s shall furnish the ACRs of the respective S.A.E.s for taking necessary action at his end.
- iv) When done with, the Deputy Secretary-I, PWD shall again return the ACRs of the SAEs to their respective S.E.s for preservation of the ACRs in the Circle offices.

The procedure of transmission of ACRs of SAES as stated under para A(11) of this department order No. 946-E/2M-16/05 dt. 17.05.05 shall also be maintained on occurrence of any change in Circle offices or on placement of services of SAEs at the disposal of any other department, on transfer or otherwise.

On placement of the services of SAEs on deputation, the respective S.E.s shall send the ACRs of the concerned SAEs to the office of Addl. C.E. (HQ) PWD/Addl.C.E.(El.) - I, PWD, as the case may be, for preservation of the said ACRs by the concerned appointing authority. The concerned appointing authority shall keep the ACRs of the deputationist SAEs in his custody and on further placement of the services on repatriation, the ACRs of the concerned SAEs shall be sent to their respective S.Es for preservation of the ACRs of the SAEs in the Circle office(s).

**Principal Secretary
to the Govt. of W.B., PWD**

No. 1123/1(4)-E

Date : 13.9.06

Copy forwarded for information and necessary action to the :

1. P.S to MIC, PWD.
2. Pr.S. to MOS, PWD.
3. Pr.S. to Principal Secretary, PWD.
4. Pr.S. to E-in-C & E.O. Secy., PWD.

Deputy Secretary-I, PWD.

No. 1123/2(85)-E

Date : 13.9.06

Copy forwarded for information and necessary action to the :

1. Housing Department/P.W. (R) Dept./P.W. (CB) Department.
2. C. E. _____
3. Addl. C. E. _____ PWD.
4. S. E. _____ PWD.

Deputy Secretary-I, PWD.