

No.455-W(C)/1M-189/15

Dated: 16.09.2015

**MEMORANDUM**

**Sub: Procedure / Guidelines for taking over of roads belonging to other Department of the State Government by Public Works Department.**

It is being observed that several proposals are received for handing over of a road constructed and / or maintained by other Department of the State Government to Public Works Department.

Now, it is felt necessary to frame a specific guideline / procedure for taking over of a road from other Department of the State Government to PWD.

After careful consideration of the entire matter, the Governor is pleased to frame a guideline / procedure to be followed for transfer of a road to Public Works Department from other Department of the State Government:

1. Proposal for transfer of the road to be submitted to the Principal Secretary, PWD, with the following documents by the appropriate authority of the department / local body / municipal corporation etc., from which the road is proposed to be transferred through the Collector of the respective district:
  - (a) Mouza map showing the proposed road to be transferred;
  - (b) Record of rights of land from L&LR Department;
  - (c) A plan showing ROW of proposed road to be transferred, duly authenticated by authority of L&LR Department;
  - (d) Road inventory showing total length, crest & crust width of road, location of bridges, culverts, waterways, and any structures / trees etc., within ROW of the proposed road;
  - (e) Detailed head of account under which fund for maintenance of the road is being provided.
2. The Chief Engineer, Planning will examine the proposal and submit a report along with feasibility of transfer of the road to the Department.
3. PWD will issue order for taking over the road, if found suitable.
4. The Chief Engineer, Planning will move to the District Magistrate along with all documents for transfer of record of right in favour of PWD.

This order is issued with the concurrence of Finance Department, Group-T vide their U.O.No. Group T/2015-2016/0492 Dated 14.09.2015.

All concerned are being informed.

By order of the Governor,

  
(INDEVAR PANDEY)

Principal Secretary to the Govt. of West Bengal,  
Public Works Department.

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No.455/1(150)-W(C)/1M-189/15

Dated: 16.09.2015

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal.
2. The Finance Department, Group-'T'.
3. The Finance (Budget) Department.
4. The Additional Chief Secretary/ Principal Secretary/ Secretary,-----  
Department. (all)
5. The Divisional Commissioner, Jalpaiguri/Burdwan/Presidency Division.
6. The District Magistrate, \_\_\_\_\_ (all districts).
7. The Engineer-in-Chief & Ex-Officio Secretary, PWD.
8. The Chief Engineer(All), P.W.Directorates /P.W.(Roads) Wing / Social Sector / Electrical, PWD.
9. The Superintending Engineer(All), P.W.Directorates /P.W.(Roads) Wing / Social Sector /  
Electrical, PWD.
10. The Financial Adviser, PWD.
11. Technical Secretary, P.W.Department.
12. The Executive Engineer(All), P.W.Directorates /P.W.(Roads) Wing / Social Sector / Electrical,  
PWD.
13. The Executive Engineer, IT Division, PWD.  
He is requested to upload the Memorandum in PWD website.

  
Joint Secretary,  
Public Works Department.

No.455/2(4)-W(C)/1M-189/15

Dated: 16.09.2015

Copy forwarded for information to:-

- 1) The Secretary to the Hon'ble Chief Minister, West Bengal.
- 2) The P.S. to Hon'ble M.I.C, Public Works Department.
- 3) The Senior P.S. to the Chief Secretary to the Government of West Bengal.
- 4) The Sr.Pr.S. to the Principal Secretary, PWD.

  
Joint Secretary,  
Public Works Department.