



**Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhaban, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091**

S/C for DSWD

Memo No. 12(8) – JS (W)

Dated, 22nd January 2014

From: Sri D SenGupta

Joint Secretary to the
Government of West Bengal

- To:
- 1 The Chief Engineer (South & Budget)
Irrigation & Waterways Directorate
 - 2 The Chief Engineer (South West)
Irrigation & Waterways Directorate
 - 3 The Chief Engineer (West)
Irrigation & Waterways Directorate
 - 4 The Chief Engineer (North)
Irrigation & Waterways Directorate
 - 5 The Chief Engineer (North East)
Irrigation & Waterways Directorate
 - 6 The Chief Engineer (Design & Research & Central)
Irrigation & Waterways Directorate
 - 7 The Director of Personnel & Ex-officio Chief Engineer
Irrigation & Waterways Directorate
 - 8 The Chief Engineer, Teesta Barrage Project
Irrigation & Waterways Directorate

Sub: ***Model guidelines of preparation of Detailed Project Report (DPR) for administrative approval in the Irrigation & Waterways Department under Core State Plan.***

The need of formulation of standardized guidelines for effective appraisal of the schemes from the point of view of according administrative approval under Core State Plan through the "Internal Financial Adviser System" was being felt for a long time.

Accordingly, after careful consideration of the matter, model guidelines have been framed in consultation with the Financial Adviser and other Officers working with him.

The undersigned is directed to forward herewith a copy of the said model guidelines for his perusal and immediate transmission to the Superintending Engineer & Executive Engineers under his control. DPRs to be submitted to this Department for administrative approval under Core State Plan shall henceforth invariably comply with the provisions of these guidelines, failing which the respective cases may not be considered.

The present norms for preparation of DPRs for various centrally assisted schemes and NABARD loan assistance may be followed as usual.

D SenGupta

D SenGupta
Joint Secretary to the
Government of West Bengal

Encl. Model Guidelines

Memo No. 12(8)/1 – JS (W)

Dated, 22nd January 2014

Copy with copy of Model Guidelines forwarded for information to the:

- 1 Financial Adviser & Secretary
Irrigation & Waterways Department



D SenGupta
Joint Secretary to the
Government of West Bengal

Encl. as stated

Model Guidelines of preparation of DPR for Core Plan Schemes
for Administrative Approval in the Irrigation & Waterways Department

A. Report of the DPR should indicate the following:

- a. Name of work.
- b. Exact location, i.e. Mouza / Village, Block, Police Station, District and Chainage wherever possible.
- c. Necessity and purpose of framing the scheme.
- d. Length of work for excavation and improvement of irrigation canals, drainage channels, for bank protection works, anti-sea erosion works and embankment works.
- e. Brief mention about the nature of the proposed work and its various components.
- f. A statement on status of land required for execution of the work, i.e. whether the land is already in possession or it is to be acquired and if so, what steps have been taken, whether there are encroachments and if so, what is the plan of action for its resettlement / removal.
- g. A statement on whether similar nature of works were executed at the same spot during last 10 years and if yes, the number of occasions and respective years of completion of the earlier works. A brief statement may also be made in such cases on justifying the necessity of taking up works on recurring basis and also special measures suggested to add durability of works, if applicable.
- h. A statement on benefits to be accrued after completion of the works and also the BC Ratio calculated in terms of standard practice.
- i. Statements on the following:
 - i. The estimate has been prepared on the basis of approved SoR or analyzed rate of items in case such items are not covered in the standard SoR and such analysis have duly been approved by the Superintending Engineer (copy of analysis of rate along with approval of the Superintending Engineer to be attached in the DPR). The estimated cost have been checked and found correct.
 - ii. Scope of the scheme does not overlap with any other ongoing State / Central Sector scheme or deposit work.
 - iii. No additional post would be created and no additional person would be engaged and no additional vehicle would be purchased during implementation of the scheme.

B. Report of the DPR and other material parts, i.e. Abstract of Cost, Calculation of Benefit Cost Ratio, Technical Note, Detailed Estimate, Index Map and other drawings, etc. shall contain dated signature of the competent Officer.

C. The term "Technically vetted" must be written in the report part just above the signature of the authority, who would accord technical sanction in accordance with delegation of power after getting administrative approval.

- D. The concerned Chief Engineer must recommend the scheme in the report of the DPR.
- E. Any correction / amendment in the report or any other material part in the DPR must be authenticated by the competent authority by putting his signature. Use of white ink / fluid in such correction should be avoided.
- F. No repair / maintenance works will be considered for administrative approval under Plan head.



D SenGupta

Joint Secretary to the
Government of West Bengal
Irrigation & Waterways Department