

Uploading



Departmental Committee
Constitution on Annual
Maintenance Manual
Preparation.

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 1st Floor, Salt Lake City, Kolkata 700 091
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Memo No. 416 -I
I-4M-11/2018

Dated: 05.11.2018

MEMORANDUM

Irrigation & Waterways Department, over the years, has a lot of infrastructure in the sectors of Irrigation Flood Management, Drainage Improvement and Communication especially in rural areas. Departmental assets are being added every year. Consequently, emphasis on maintenance has also increased. The Department has been laying emphasis on improving the standard of maintenance in terms of quality as well as speed. Planning for next year's Maintenance work and keeping budget provision for the same is an integral part of Advance Planning of the Department. It has therefore been felt necessary that officers in-charge of maintenance of the departmental assets should have easy access to various guidelines issued on the subject by various State Government Departments and Central Government Organizations. Publication of a comprehensive Maintenance Manual fulfils this important requirement. Also, preparing a ready inventory of departmental assets is of utmost importance for framing of advance Annual Maintenance Plan. The Department has already issued a Statistical Hand Book in December-2015 embodying the district wise list of Departmental assets. But the division wise detailed list of all functional and other assets is not available with the said Statistical Hand Book. The matter was discussed in the Departmental Review meetings on several occasions and it was decided during the Departmental review meeting on 23.08.2018 to prepare a comprehensive inventory of departmental functional and other assets followed by preparation of an Annual Maintenance Manual to facilitate preparation of Annual Maintenance Plan by each division from 2019-20 onwards. During the Departmental Review Meeting on 10.10.2018 the importance of preparation of

inventories of departmental assets and Annual Maintenance Manual was reiterated and the Chief Engineers were asked to complete the preparation of inventories of Departmental assets by 12.11.2018.

It has now been decided to constitute an Expert Committee within the Irrigation & Waterways Department with the following composition and Terms of Reference to carry out scrutiny of submitted inventories and to evolve an Annual Maintenance Manual for reference by divisional officers in preparing next year's Annual Maintenance Plan with financial involvement.

A. Composition of the Departmental Committee having its head quarter at Jalasampad Bhawan, Salt Lake.

Chief Engineer (Design & Research)	Chairman
Director, Dam Safety Organization	Member
Director, Central Design Office	Member
Sri Jayanta Das, Superintending Engineer, Eastern Circle	Member
Sri Shyam Banerjee, Superintending Engineer, Mayurakshi Canal Circle	Member
Sri Sandip Roy, Executive Engineer, Metropolitan Drainage Mechanical Division	Member
Sri Biplab Mukherjee, Deputy Secretary(W)-I, Irrigation & waterways Department	Member
Sri Indrajit Datta, Executive Engineer & T.A to C.E(D&R)	Member
Sri Smarajit Sarkar, Executive Engineer, I.P.Division(S)	Member Secretary

The Committee may co-opt any other member and have interactive meeting with other Chief Engineers and other departmental officers to facilitate preparation of Annual Maintenance Manual.

B. Terms of reference of the Expert Committee:

- i. All the Chief Engineers will submit the inventories of Departmental assets to the committee in soft and hard copies by 12/11/2018. The Committee will examine the same and compile in a suitable format. The compiled list of the departmental assets will be circulated by the Department to all the Chief Engineers for ready reference.
- ii. The Committee will prepare an Annual Maintenance Manual taking reference from CPWD Maintenance Manual-2000 and such other Maintenance Manuals of different State Governments. The preparation of Maintenance Manual is to be completed by 10.12.2018. The Maintenance Manual will be circulated by the Department for reference by the Departmental Officers for preparation of Annual Maintenance Plan from 2019-20 onwards.

This order is issued with immediate effect.


5/11/18
Gautam Chattopadhyay
Secretary to the
Government of West Bengal O/c

Memo No. 416/1(2) -I
I-4M-11/2018

Dated: 05.11.2018

Copy forwarded for necessary information to:

1. P.S to Hon'ble Minister-in-Charge, Irrigation & Waterways Department 1st floor, Jalasampad Bhavan, Salt lake, Kolkata- 91
2. Senior P.A to Additional Chief Secretary, Irrigation & Waterways Department 1st floor, Jalasampad Bhavan, Salt lake, Kolkata- 91


5/11/18
Gautam Chattopadhyay
Secretary to the
Government of West Bengal O/c

Copy forwarded for information and necessary action to:

1. Chief Engineer (South), Irrigation & Waterways Directorate, 1st floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
2. Chief Engineer (West), Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), District-Burdwan, Pin - 713101
3. Chief Engineer (South West), Irrigation & Waterways Directorate, Khusjungle, P.O Abas, District Paschim Medinipur, Pin 721 102
4. Chief Engineer (North), Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, District-Malda, Pin 732103.
5. Chief Engineer (North East), Irrigation & Waterways Directorate, Club Road, P.O & District Jalpaiguri, Pin 735 101.
6. Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, Teesta Sech Bhavan, 2nd Mile, Sevoke Road, Siliguri, District: Darjeeling, Pin: 734 001
7. Director of Personnel & Ex-officio Chief Engineer, Irrigation & Waterways Directorate, 1st floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
8. Chief Engineer (Design & Research), Irrigation & Waterways Directorate, 1st floor, Jalsampad Bhavan, Salt Lake, Kolkata-91
9. Sri Jayanta Das, Superintending Engineer, Eastern Circle, Irrigation & Waterways Directorate, 8th floor, Jalsampad Bhavan, Salt Lake, Kolkata -700091
10. The Director/CDO, Irrigation & Waterways Directorate, 1st floor, Jalsampad Bhavan, Salt Lake, Kolkata - 700091
11. The Director, Dam Safety Office, Irrigation & Waterways Directorate, Jalsampad Bhavan, Salt Lake, Kolkata -700091.
12. Sri Sandip Roy, Metropolitan Drainage Mechanical Division, Irrigation & Waterways Directorate, Jalsampad Bhavan, Salt Lake, Kolkata -700091.
13. Sri Indrajit Datta, Executive Engineer & P.A to C.E(D&R), Irrigation & Waterways Directorate, Jalsampad Bhavan, Salt Lake, Kolkata -700091.
14. Sri Smarajit Sarkar, Executive Engineer, I.P.Division(S), Irrigation & Waterways Directorate, Jalsampad Bhavan, Salt Lake, Kolkata -700091.


Biplab Mukherjee
Deputy Secretary to the
Govt. of West Bengal