

**GOVERNMENT OF WESTBENGAL  
DEPARTMENT OF PUBLIC HEALTH ENGINEERING  
NEW SECRETARIAT BUILDINGS (7<sup>th</sup> floor), KOLKATA – 700001**

Memo no: PHE / 2232 /O-39/17

Dated, Kolkata the 11.09.2017

**Notice**

**Subject: - Weekly Monitoring Meeting on every Friday w.e.f. 15.09.2017 at 2:00 PM at the Conference Room of PHE Department.**

As per direction of the CM Office, Nabanna, the undersigned is directed to inform that the Additional Chief Secretary, PHE Department, Govt. of West Bengal will take a weekly monitoring meeting on every Friday w.e.f 15.09.2017 at 2:00 PM at the Conference Room of PHE Department at N.S. Building, 7<sup>th</sup> Floor (Block - B), 1, K.S. Roy Road, Kolkata – 700 001 with senior officers of PHE Department, Directorates and Financial Advisor of PHE Department, Govt. of West Bengal to discuss on various issues mentioned below:-

1. Progress of expenditure against funds released for each scheme / project.
2. Targets of Administrative Calendar
3. Issues affecting the progress of work
4. Vacancies to be filled in
5. Adoption of Integrated Financial Management System (IFMS) and other e-governance methods
6. Pending disciplinary cases
7. Pending court cases
8. Pending Audit Paras
9. Maintenance of punctuality and discipline
10. File Tracking System.

The report on the monitoring meeting will be sent to the Chief Secretary, Govt. of West Bengal every month with a copy to the CM Secretariat, Govt. of West Bengal.

  
OSD & Ex Officio Special Secretary

Dated, Kolkata the 11.09.2017

Memo no: PHE / 2232 /O-39/17

Copy forwarded for information to:-

1. The PA to the Chief Secretary, Govt. of West Bengal. The Chief Secretary of Govt. of West Bengal may kindly be kept informed.
2. The PA to the Additional Chief Secretary, PHE Department, Govt. of West Bengal. The Additional Chief Secretary, PHE Department, Govt. of West Bengal may kindly be kept informed.
3. The PS to Hon'ble MIC, PHE & P & RD Department, Govt. of West Bengal. The Hon'ble MIC, PHE & P&RD Department may kindly be kept informed,

  
OSD & Ex Officio Special Secretary

P.T.O.

Memo no: PHE / 2232 /O-39/17

Dated, Kolkata the 11.09.2017

Copy forwarded for information with a request to attend the meeting:-

1. The OSD & E-IN-C. PHE. Department, Govt. of West Bengal.
2. The Financial Advisor, PHE Department, Govt. of West Bengal.
- ✓ 3. The Chief Engineer (Head Quarters), PHE Directorate, Govt. of West Bengal.
4. The Chief Engineer (Planning & WQM), PHE Directorate, Govt. of West Bengal.
5. The Chief Engineer, Western Zone, PHE Directorate, Govt. of West Bengal.
6. The Chief Engineer (Civil), Northern Zone PHE Directorate, Govt. of West Bengal.
7. The Chief Engineer (M/E), Southern Zone, PHE Directorate, Govt. of West Bengal.
8. The Chief Engineer (M/E), Northern Zone, PHE Directorate, Govt. of West Bengal.
9. The Project Director, PMU, WBPWSP, PHE Directorate, Govt. of West Bengal.
10. The Director, WSSO, PHE Department, Govt. of West Bengal.
11. The OSD, Monitoring Cell, PHE Directorate.
12. The Assistant Chief Engineer I / II / III/ M/E, PHE Directorate.
13. The Deputy Superintending Engineer I / II / Head Quarter, PHE Directorate.
14. The Deputy Secretary, PHE Department.
15. The Deputy Secretary (Technical), PHE Department.
16. The Senior Law Officer, PHE Department.
17. The Assistant Secretary & DDO, PHE Department.
18. The Accounts Officer (Audit), PHE Department.


  
OSD & Ex Officio Special Secretary

Memo No. 11475 (1-3) / 80/B/2015

Dated, Kolkata, the 11.09.2017

Copy forwarded for information to :-

1. The Superintending Engineer, .....Circle (All) PHE Directorate, Govt. of West Bengal – He is requested to furnish necessary details for all the above points to his respective Chief Engineer, positively by **14<sup>th</sup> September, 2017** and every subsequent Thursdays of the week for discussion in the meeting, to be Chaired by the Additional Chief Secretary, PHE & P&RD Departments, & Govt. of West Bengal. This should be given top most priority.
2. The Executive Engineer, .....Division, PHE Directorate, Govt. of West Bengal
3. The Senior Law Officer, PHE Department, Govt. of West Bengal – with the request to furnish necessary details of all pending course cases in the meeting.

  
11/09/2017  
Chief Engineer (Headquarters)  
Public Health Engineering Dte.