

**Government of West Bengal
Office of the Chief Secretary & Cabinet Secretary
Writers' Buildings
Kolkata – 700001**

No. 221-CS/2011

Dated, Kolkata, the 9th November, 2011

ORDER

The State Government proposes to set up Development Monitoring Committees at District, Sub-Division and Block Levels in each district (except Kolkata), for ensuring co-ordination among field level functionaries of respective departments and speedy execution of various projects, proper delivery of public services and quality of implementation of projects and programs.

The Committees at District, Sub-Division and Block Levels will comprise the following members:-

A. At the District:

- District Magistrate – Chairperson
- Additional District Magistrate (Development) – Member Secretary
- Additional Executive Officer (Zilla Parishad) – Member
- Additional District Magistrate (LR) – Member
- Chief Medical Officer of Health – Member
- Deputy Director Agriculture (Administration) – Member
- Deputy Director (ARD) – Member
- Deputy Director (Fisheries) – Member
- Executive Engineer (PWD) – Member
- Executive Engineer (PWD - Roads) – Member
- Executive Engineer (PWD - Construction) – Member
- Executive Engineer (PHE) – Member
- Executive Engineer (Agri Irrigation) – Member
- Executive Engineer (Agri Mechanical) – Member
- Executive Engineer (Irrigation & Waterways) – Member
- D. I. of Schools (Primary) – Member
- D. I. of Schools (Secondary) – Member
- District Program Officer (ICDS) – Member
- District Controller (Food & Supplies) – Member
- Sub-Divisional Officer – Member
- Any other District Level Officer as the Chairperson deem fit – Member

B. At the Sub-Divisional Level:

- Sub-Divisional Officer – Chairperson

- Deputy Magistrate & Deputy Collector (in charge of development matters) – Member Secretary
- Sub-Divisional Land & Land Reforms Officer – Member
- Additional Chief Medical Officer of Health – Member
- Deputy Director, Agriculture – Member
- Assistant Engineer (S) (PWD) – Member
- Assistant Engineer (PWD - Roads) – Member
- Assistant Engineer (Agri Irrigation) – Member
- Assistant Engineer (Agri Mechanical) – Member
- Assistant Engineer (Irrigation & Waterways) – Member
- A. I. of Schools (Primary) – Member
- A. I. of Schools (Secondary) – Member
- Sub-Divisional Controller (Food & Supplies) – Member
- All Block Development Officers – Member
- Any other Sub-Division Level Officer as the Chairperson deem fit – Member

C. At the Block Level:

- Block Development Officers – Chairperson
- Joint Block Development Officers – Member
- SAE (BPC)/(RWP) – Member Secretary
- Block Medical Officer of Health – Member
- Block Land & Land Reforms Officer – Member
- Assistant Director (Agriculture) – Member
- Block Live Stock Development Officer – Member
- Child Development Project Officer – Member
- S. I. of Schools (Primary) – Member
- Inspector (Food & Supplies) – Member
- All Executive Assistants of Gram Panchayat – Member
- Any other Block / Extension Level Officer as the Chairperson deem fit – Member

The functions of the Committee will be as follows:

- (i) To ensure necessary coordination among different departments at field level, monitor implementation of schemes/projects/service delivery and quality of implementation.
- (ii) The Block level Committee will hold meeting by the 5th day of each month, the Sub-Divisional Level Committee by the 10th day and District Level Committee by the 15th day of each month. The Block level and Sub-Divisional Level Committees will submit comprehensive reports to the next higher tier and the District Level Committee will send such reports to the Government in the Development & Planning Department.
- (iii) The Committee will monitor the progress of implementation of various projects, schemes, service delivery mechanism undertaken by different departments / district administration under State Plan including centrally sponsored & Central sector plan

- (iv) The Committee will guide concerned officials in addressing critical issues which may arise in course of implementation of schemes, projects and service delivery.
- (v) The Committee will give necessary guidance and instructions to the concerned officials in ensuring coordination among various authorities / agencies in the matter of implementation subject to general direction of the Government
- (vi) The Committee will define the areas of the responsibility of line departments and implementing agencies in implementation of projects and delivery where field level problems arisen in course of implementation.
- (vii) The Committee will set up an inspecting team comprising Government officials. The inspecting team will supervise the projects at field level to ensure quality of implementation and service delivery and report to the Chairperson of the concerned Committee. The Chairperson of Sub-Division and Block level Committees will bring deficiencies in quality of implementation to the attention of the District Magistrate with suggestion if any, if the matter is not sorted out at his level. The District Magistrate may bring the matter into the notice of the Government, if it is not sorted out at his level.

Sd/-

(Samar Ghosh)
Chief Secretary
Government of West Bengal