

ਦਫਤਰ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਹੈਡ ਕੁਆਟਰ-1), ਪੰਜਾਬ, ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਭ ਤੇ ਮ) ਸ਼ਾਖਾ,
ਨਿਰਮਾਣ ਭਵਨ, ਬਲਾਕ-ਸੀ, ਮਿਨੀ ਸਕੱਤਰੇਤ, ਪਟਿਆਲਾ।

ਈ-ਮੇਲ es1pwdbrpatiala@gmail.com

ਫੋਨ ਨੰ: 0175- 2360009

ਵੱਲ

1. ਇੰਜੀਨੀਅਰ-ਇੰਨ-ਚੀਫ਼,
ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਕੁਆਲਿਟੀ ਕੰਟਰੋਲ-ਕਮ-ਮੁੱਖ ਚੈਕਸੀ ਅਫਸਰ ਮੋਹਾਲੀ,
ਇੰਡੀਸਟ੍ਰੀਅਲ ਏਰੀਆ ਫੇਜ਼ 1, ਸਾਹਿਬਜ਼ਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ।
2. ਸਮੂਹ ਮੁੱਖ ਇੰਜੀਨੀਅਰਜ਼(ਜੇਨਲ), ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ ਭ ਤੇ ਮ ਸ਼ਾਖਾ, ਪੰਜਾਬ।
3. ਸਮੂਹ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰਜ਼(ਸਮੇਤ ਬਿਜਲੀ ਅਤੇ ਮਕੈਨੀਕਲ ਸਰਕਲ),
ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਭ ਤੇ ਮ) ਸ਼ਾਖਾ, ਪੰਜਾਬ।
4. ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਰੋਡ ਇੰਜੀਨੀਅਰਿੰਗ ਸੈਲ ਮੋਹਾਲੀ।
5. ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ ਰਿਸਰਚ ਲੈਬ ਪਟਿਆਲਾ।

ਮੀਮੋ ਨੰ: 3525 - 3551 /ਅ-1

ਮਿਤੀ 20/5/2025

ਵਿਸ਼ਾ:- Adoption of Handing over/Taking over Standard Operating Procedure.

ਹਵਾਲਾ:- ਸਰਕਾਰ ਦੇ ਮੀਮੋ ਨੰਬਰ 8/92/2023-3ਇਸ3/2461 ਮਿਤੀ 06.06.2023 ਅਤੇ P.R.B.D.B.
Mohlai ਦੇ ਪੱਤਰ 1107 ਮਿਤੀ:17.05.2024 ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲੇ ਅਧੀਨ ਪੱਤਰਾਂ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸਮੂਹ ਮੁੱਖ ਇੰਜੀਨੀਅਰਜ਼ ਦੀ ਮੀਟਿੰਗ ਤੇ ਬਾਅਦ ਸਰਕਾਰ ਵੱਲੋਂ ਈਮਿਸਲ (E-791447) ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀ ਰਲੀਵਿੰਗ ਦੌਰਾਨ Handling over/taking charge ਸਮੇਂ ਨੱਥੀ ਕੀਤੀ SOP ਸਬੰਧੀ ਨਿਰਧਾਰਿਤ ਪ੍ਰੋਫਾਰਮਿਆ ਅਨੁਸਾਰ ਸਰਕਾਰ ਵੱਲੋਂ ਪ੍ਰਵਾਨਿਤ SOP ਅਨੁਸਾਰ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਜੀ।

ਇਹ ਹੁਕਮ ਸਮਰੱਥ ਅਥਾਰਿਟੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਉਪਰੰਤ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਅਤੇ ਇਹ ਹੁਕਮ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਲਾਗੂ ਹੋਣਗੇ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ(ਐਚ.ਆਰ.ਡੀ.)

ਵਾ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ, ਲੋ:ਨਿ:ਵਿ:

ਭ ਤੇ ਮ ਸ਼ਾਖਾ, ਪਟਿਆਲਾ

ਪਿੱਠ ਅੰਕਣ ਨੰ.

/ਅ-1

ਮਿਤੀ:

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠਾਂ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਅਧੀਨ ਸਕੱਤਰ ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ ਭ ਤੇ ਮ ਸ਼ਾਖਾ ਚੰਡੀਗੜ੍ਹ ਜੀ ਨੂੰ ਉਹਨਾਂ ਵੱਲੋਂ ਪ੍ਰਵਾਨ ਕੀਤੀ ਈਮਿਸਲ E-791447 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾਂ ਹਿੱਤ।
2. ਪੀ.ਆਰ.ਬੀ.ਡੀ.ਬੀ.ਐ.ਸੀ.ਐਫ 61-62, ਫੇਜ਼ -2 ਮੋਹਾਲੀ ਨੂੰ ਉਹਨਾਂ ਦੀ ਈਮਿਸਲ E-791447 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾਂ ਹਿੱਤ।
3. ਸਮੂਹ ਭਾਗ ਮੁੱਖੀ, ਮੁੱਖ ਦਫਤਰ ਲੋ:ਨਿ:ਵਿ:(ਭ ਤੇ ਮ) ਸ਼ਾਖਾ, ਪਟਿਆਲਾ।

ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ(ਐਚ.ਆਰ.ਡੀ.)

ਵਾ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ, ਲੋ:ਨਿ:ਵਿ:

ਭ ਤੇ ਮ ਸ਼ਾਖਾ, ਪਟਿਆਲਾ।

Public Works Department (Buildings & Roads) PWD (B&R)			
SOP PWD/SOP/01	Status	NO.	DATE
	Issue	01	
	Amendment	00	

Purpose	To define a procedure for handing over / taking over of charge from Officers/ Officials of PWD (B&R) at the time of relieving from Service/ Transfer/Deputation/Long Leave.
Scope	Applicable to all Officers / Officials of PWD / PRBDB
Responsibility	i. Chief Engineer ii. Superintending Engineer iii. Executive Engineer iv. Sub Divisional Engineer v. Establishment Branch vi. PWD Branch 1 and 3 vii. PRBDB Office – Admin Section

PROCEDURE:

1. Input and output

Input	Output
Order for transfer / Long Leave/ Deputation/Superannuation/Retirement from service	Approval order or No Dues on account of transfer/ Long Leave /Deputation/ Superannuation/Retirement from service.

2. Process

2.1. Relieving of any Officer/ Official of PWD (B&R) on account of Transfer within the same department/ Deputation to any other department/Availing of long leave or Superannuation from the department

- 2.1.1. When an employee is transferred from one office to another within the same department/ moves on deputation to another department within or outside the parent department /avails long leave or gets relieved from the department after Superannuation / Retirement, he or she is required to hand over all assets/responsibilities and tasks to the next employee who is to take charge or any other designated person as decided by the Competent Authority.
- 2.1.2. It must be ensured that the handing over/ taking over of the charge be completed before relinquishing of the charge to the designated /link Officers, so as to ensure that proper transition takes place between the employees.
- 2.1.3. It will be the responsibility of the Reporting Officer to ensure that proper handing over / taking over of the charge is carried out within a defined time line.

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Public Works Department (Buildings & Roads) PWD (B&R)			
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2.1.4. It will be the responsibility of the employee getting relieved on account of either transfer from one office to another within the same department/ moving on deputation to another department within or outside the parent department /availing of long leave or getting relieved from the department after attaining Superannuation /Retirement to return any IT assets or any other assets issued by the department for official work and seek No dues for the same, which needs to be further validated by the Establishment Branch of PWD (B&R)/ Admin Section of PRBDB.

2.1.5. The handing over procedure should include the following:

2.1.5.1. List of the projects/ works /tasks being undertaken by the officer/official to be listed out clearly / documented.

2.1.5.2. All documents/ files /papers relating to the present position/office be indexed and handed over.

2.1.5.3. All communication viz Emails, E-Office noting and receipts letters, any other documents to be listed properly and got transfer to the new officer.

2.1.5.4. Any contact lists, username passwords in his possession to be listed and handed over.

2.1.5.5. Information about user ID mapping with department specific applications, mobile numbers used for recovery of passwords and generation of OTP.

2.1.5.6. Information pertaining to having presence in official WhatsApp's groups.

2.1.5.7. Soft copy of the data /information built for carrying out the various projects/tasks to be provided.

2.1.5.8. Returning of any IT equipment (laptop, desktop, Hard Disk, Pen drive, CDs, etc) and any project report s, official documents, General, guidelines etc. issued to the officer for official work.

3. References:

3.1. Performa A - Handing over /Taking Over of Charge

3.2. Performa B – Works of Capital Head 5054 /NABARD/CRIF

3.3. Performa C – Works of Revenue Head 3054

3.4. Performa D – Works of Deposit Head 8443

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3.5. Performa E – Works of Capital Head 4059

3.6. Performa F – Works of Revenue Head 2059

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Performa -A

HANDING OVER/TAKING CHARGE AT THE TIME OF RELIEVING ANY OFFICER/ OFFICIAL OF PWD B&R.

Sr. No.	Date of Transfer	Authority Number and Date	Date & Time of Handing over charge along with signature	Date & Time of Taking over charge along with signature	Remarks

Endst. No.

A Copy of the above is forwarded to the following for information and further necessary action:

1. Secretary to Govt. of Punjab B&R Chandigarh
2. Chief Engineer HQ-1
3. Chief Engineer Zonal
4. Superintending Engineer
5. A.G. Punjab Chandigarh

Dated:

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PERFORMA B

Status of work as on dated under Capital Head 5054/Nabard/CRF etc.

Sr. No	Name of Work	Estimate Amount	Admn. Approval Amount and Date	Date of Allotment of Work	Funds Received	Expenditure on Work	Date of Completion of Work	Physical Status of Work	Remarks

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PERFORMA - C

Status of works as on dated..... under Revenue Head 3054

Sr. No.	Revenue	Estimate Amount	Admn. Approval Amount and Date	Date of Allotment of Work	Funds Received	Expenditure on Work	Date of Completion of Work	Physical Status of Work	Remarks

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PERFORMA D

Status of works as on dated..... under Deposit Head 8443

Sr. No.	Name of Work	Estimate Amount	Admn. Approval Amount and Date	Date of Allotment of Work	Funds Received	Expenditure on Work	Date of Completion of Work	Physical Status of Work	Remarks

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Public Works Department (Buildings & Roads) PWD (B&R)			
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PERFORMANCE

Status of works as on dated..... under Capital Head 4059

Sr. No.	Name of Work	Estimate Amount	Admn. Approval Amount and Date	Date of Allotment of Work	Funds Received	Expenditure on Work	Date of Completion of Work	Physical Status of Work	Remarks

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PERFORMA F

Status of works as on dated..... under Revenue Head 2059

Sr. No.	Name of Work	Estimate Amount	Admn. Approval Amount and Date	Date of Allotment of Work	Funds Received	Expenditure on Work	Date of Completion of Work	Physical Status of Work	Remarks

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