



**Irrigation & Waterways Department
Jalaspad Bhaban, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091**

No. 1750-IW

Date:30/07/2018

CIRCULAR

Consequent upon the introduction of sanction strength sub-module in HRMS, all Head of Office are hereby requested to submit sanction strength report of Group –A Officers urgently to the undersigned as enclosed format to enable this Department to complete the mapping of sanction strength of Group-A Officers of this Department in HRMS module.

The above referred format of sanction strength should be signed by the Head of Office and emailed to email ID: dswrks3@wbiwd.gov.in positively within 05/08/2018.

This may be treated as top priority.

AR 30/07/18
Joint Secretary to the
Government of West Bengal.

No. 1750/1(181)-IW

Date:30/07/2018

Copy forwarded for information and necessary action to:

- 1-9. Chief Engineer, Irrigation & Waterways Directorate.
- 10-46. Superintending Engineer, Irrigation & Waterways Directorate.
- 47-172. Executive Engineer, Irrigation & Waterways Directorate.
- 173-181. Revenue Officer, Irrigation & Waterways Directorate.

AR 30/07/18
Joint Secretary to the
Government of West Bengal

FORMAT

Sanction strength report of offices under I&W Dte.

Name of the Office:

Sl	Name of the post	Sanctioned Strength	Existing Strength	Name of the employees presently posted
1	2	3	4	5

Signature of the Head of Office