



Government of West Bengal

Office of the Chief engineer (South), Chief Engineer (D&R), &
Director of Personnel & Ex-Officio Chief Engineer,
Irrigation & Waterways Directorate, Jalasampad Bhavan (4th Floor),
Bidhannagar, Kolkata – 700 091.

Memo. No. 4051(38)-CIE -3M-33/2018

Dated : 06-07-2018

To
The Chief Engineer,

.....
The Superintending Engineer,

**Sub : Report on Sanctioned and Existing Strength of Group-B and Group-C Staff
under his office (D.D.O. wise).**

Sir,

I am to request you to send a detail status report of the sanctioned strength and existing strength with full employee details of all categories of Group-B and Group-C staff whose appointing authority is Director of Personnel & Ex-Officio Chief Engineer, I & W. Directorate, to this office, immediately, for processing the same under the new HRMS module.

This is very important and urgent as the salary of all staff depends on proper recording of the data in the module. Utmost care may please be taken in sending the report as any mistake might create a problem for the office and also for the employee.

The report may kindly be sent via email (address given below) immediately.

E-mail - directorofpersonnel@ymail.com

Yours faithfully,

Superintending Engineer attached to
Director of Personnel & Ex-Officio Chief Engineer
I&W Directorate, Govt. of West Bengal.

Memo. No. 4051(38)/1 (80)-CIE -3M-33/2018

Dated : 06-07-2018

Copy forwarded for information and necessary action to :

The Executive Engineer,....., I & W.
Directorate.

Immediate action is solicited.

Superintending Engineer attached to
Director of Personnel & Ex-Officio Chief Engineer
I&W Directorate, Govt. of West Bengal.