



Office of the Chief Engineer (South), Chief Engineer (D&R) and
Director of Personnel & Ex-officio Chief Engineer
Irrigation & Waterways Directorate
Jalasampad Bhaban, 4th Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091

Memo No. 4476(110) - CIE- 7P 02/19

Date:- **25 AUG 2022**

To
The Superintending Engineer/Director/Executive Engineer/Revenue Officer

Sub : Performance Report of the Upper Division Clerks regarding promotion to the post of Head Clerk.

With reference to the above mentioned subject, he is requested to submit the up to date **Performance Reports** for three consecutive years ending the financial year 2021 - 2022 and **report of submission of Declaration of Assets** as those stood on **01.01.2022**, in respect of the **Upper Division Clerk** mentioned in Sl. No. 1 to 165 of the **Provisional Gradation List of Upper Division Clerks**, under his jurisdiction, at an early date, for promotion to the post of **Head Clerk**.

SP/8
25/8
25-8-22
Director of Personnel & Ex-officio Chief Engineer
Irrigation & Waterways Directorate

Memo No. 4476/1(8) - CIE- 7P 02/19

Date:-

Copy forwarded for information and necessary action to the Chief Engineer.....

Sd/- K. BHOUMIK

Director of Personnel & Ex-officio Chief Engineer
Irrigation & Waterways Directorate