



Government of West Bengal
Office of the Chief Engineer (South), Chief Engineer (D &R) and
Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate,
Jalasampad Bhawan, Bidhannagar (4th floor), Kolkata – 700 091
e-mail: directorofpersonnel@ymail.com

Memo No. 3655(110)/1(9) - CIE /3M-45/2023

Date: 25 JUL 2023

CIRCULAR

To

The Superintending Engineer/ Director of Designs/ Executive Engineer,

.....
.....
.....

Subject: Filling up the post of Lower Division Assistants under Irrigation & Waterways Directorate by transfer of Lower Division Clerks of the sub-ordinate offices of this Directorate under ten per-centum (10%) of the post of Lower Division Assistants.

As per Finance (Audit) Department, Government of West Bengal Notification No. 662-F(P2) dated 24.01.2019 of clause(b) of sub-rule(2) of point 5 (Method of Recruitment), there is a provision that "ten per centum(10%) of the post of Lower Division Assistants in any Directorate shall be filled up by transfer from the Lower Division Clerks from the offices sub-ordinate to that Directorate after considering the case of all Lower Division Clerks of the said sub-ordinate offices, who possess the requisite qualifications and are willing to be so appointed".

Now, options are hereby invited from the confirmed and eligible Lower Division Clerks of the sub-ordinate offices under Irrigation & Waterways Directorate for filling up the 7(seven) nos. post of Lower Division Assistant under this Directorate in terms of said notification of Finance (Audit) Department, Government of West Bengal mentioned herein above.

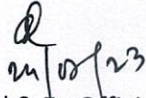

The willing, confirmed and eligible Lower Division Clerks should submit his/her option in the prescribed format (enclosed herewith) within **15(fifteen) days** of issuance of this letter. No option submitted after the stipulated time will be entertained.

He/She is requested to bring this CIRCULAR to the notice of all Lower Division Clerk(s) under his/her control. The concerned Head of Offices are hereby requested to send the options of Lower Division Clerk(s) under their control directly to the undersigned with a copy to their higher authority. The options should reach this office within **21(twenty-one) days** from issue of this letter positively.

Contd.2

The transfer and posting of Directorate Cadre is follows in terms of Norms for transfer for Directorate Cadre to the offices outside the Head Quarters as stated in Annex-2(Sheet-1/2 and 2/2) of Irrigation & Waterways Department Notification No. 12-W/2017-18 dated 08.08.2017 communicated vide their Memo No. 2132(3)/1(8)-IE dated 08.08.2017.

Enclo.: As stated.

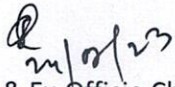


Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate
Government of West Bengal


Memo No. 3655(110)/1(9) - CIE /3M-45/2023

Date:

Copy along with option form is being forwarded for information and necessary action to:

The Chief Engineer
.....
.....

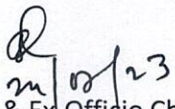


Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate
Government of West Bengal


Memo No. 3655(110)/2 - CIE /3M-45/2023

Date:

Copy along with option form is being forwarded for information to:

The Administrative Officer, Establishment Cell-I of this office.


Director of Personnel & Ex-Officio Chief Engineer
Irrigation & Waterways Directorate
Government of West Bengal


OPTION FORM

- 1) Name of Lower Division Clerk :
- 2) Present Place of posting :
- 3) Date of Appointment as Lower Division Clerk :
- 4) Date of Confirmation :
- 5) Educational Qualification :
- 6) Date of passing type test conducted by NSATI,
Government of West Bengal (*) :
(Not applicable for those who have appointed through
P.S.C., W.B)

(*) supportive documents should be enclosed

Declaration

I have read the norms for transfer for Directorate Cadre to the offices outside the Head Quarters as stated in Annex-2(Sheet-1/2 and 2/2) of Irrigation & Waterways Department Notification No. 12-W/2017-18 dated 08.08.2017 communicated vide their Memo No. 2132(3)/1(8)-IE dated 08.08.2017.

Now, I do hereby declare that I am willing to join as a Lower Division Assistant under Directorate Cadre as per Finance (Audit) Department, Government of West Bengal Notification No. 662-F(P2) dated 24.01.2019. I further pledge that I will have no further scope of expressing my unwillingness after issuance of the order of transfer from the offices subordinate to the Directorate to Directorate.

Signature of Employee

Verified (point 1 to 6) and found correct



Signature and seal of Head of Office.