

Office of the Chief Engineer (South), Chief Engineer (Design & Research) and Director of Personnel & Ex-Officio Chief Engineer, Irrigation & Waterways Directorate, Government of West Bengal, Jalasampad Bhawan (4<sup>th</sup> Floor), Bidhannagar, Kolkata - 700 091.

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মুখ্য বাস্তুকারের করণ (দক্ষিণ), মুখ্য বাস্তুকার (নকশা ও গবেষণা) এবং  
কর্মচারীবৃন্দের অধিকর্তা ও পদাধিকার বলে মুখ্য বাস্তুকার,  
সেচ ও জলপথ অধিকার,  
পশ্চিমবঙ্গ সরকার, জলসম্পদ ভবন  
(পঞ্চমতল), বিধাননগর,  
কলকাতা- ৭০০০৯১।  
ফোননং : (০৩৩) ২৩২১-৫৭৫০, (০৩৩) ২৩৩৭-৮৪৭৭  
ফ্যাক্সনং : (০৩৩) ২৩২১৫৭৫০  
ইমেইল : [directorofpersonnel@ymail.com](mailto:directorofpersonnel@ymail.com)

Dated 25<sup>th</sup> April, 2024, Kolkata

### CIRCULAR

It is observed that often prayers for **confirmation/1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> higher scale of pay/past service count** in respect of the employees whose appointing authority is the Director of Personnel & Ex-Officio Chief Engineer and posted under various offices under this Directorate are forwarded without all the documents necessary for evaluation of the cases for allowing such benefits. This results in repeated communications between this Directorate and the concerned offices, delaying the process of evaluation and eventually delaying the grant of benefits to the incumbents.

To mitigate this unnecessary delay, "Check List" and a proforma of Service Continuation Certificate is hereby introduced, which are enclosed herewith as ANNEXURE-I, II, III & IV for reference.

Hence, all the Chief Engineers, Superintending Engineers, Executive Engineers and Revenue Officers under Irrigation & Waterways Directorate, who are the custodian of the Service Book of the applicant, are hereby directed to fill up the check lists and verify whether all the documents, mentioned in the check lists, are furnished or not and issue a Service Continuation Certificate as per annexed proforma when they forward the prayers for **confirmation/1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> higher scale of pay/past service count** in respect of the employees posted under their jurisdiction before sending their prayers through Proper Channel to this Directorate.

Encl: As stated.

Sd/- SWATI CHATTERJEE

Director of Personnel & Ex-Officio Chief Engineer  
Irrigation & Waterways Directorate, Govt. of W.B.

Memo No. 3580-CIE-3M-13/24

Date: 26 APR 2024

Copy submitted for kind information to the Secretary to the Govt. of West Bengal, Irrigation & Waterways Department, Jalasampad Bhawan, 1<sup>st</sup> Floor, Salt Lake, Kolkata - 700091.

Director of Personnel & Ex-Officio Chief Engineer  
Irrigation & Waterways Directorate, Govt. of W.B.

*Handwritten signature*  
25/4/24

P.T.O.

Memo No. 3580/1(110)-CIE-3M-13/24

Date:

Copy forwarded for information and necessary action to:

1. The Chief Engineer (All)....., I&W Dte.
2. The Superintending Engineer / Director/ APD (All)  
....., I&W Dte.
3. The Executive Engineer / Revenue Officer (All)  
....., I&W Dte.

*sdr*

Director of Personnel & Ex-Officio Chief Engineer  
Irrigation & Waterways Directorate, Govt. of W.B.



ANNEXURE – I

DOCUMENTS REQUIRED FOR CONFIRMATION IN SERVICE

Sl. No.	Types of Documents	Yes / No
1.	Prayer through the Officer holding the Service Book of the applicant	
2.	Last 03 (three) years Annual Performance Report duly signed by the Reporting Officer and the Countersigning Officer in terms of No. 9135-F dated 10.09.2002 of the Finance Department (Audit Branch), Govt. of West Bengal	
3.	Attested photocopy of the appointment order	
4.	Attested copy of the Joining Order/ Attested photocopy of the 3 <sup>rd</sup> Page of the Service Book where date of joining is mentioned	
5.	A certificate by the officer, holding the Service Book of the applicant, stating service continuity of the applicant	
6.	Latest Asset Statement Report of the applicant, by the concerned officer, mentioning the date of assets as stood on.....	

Signature of the Officer holding the Service Book with official seal

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ANNEXURE – II

DOCUMENTS REQUIRED FOR 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> HIGHER SCALE OF PAY

Sl. No.	Types of Documents	Yes / No
1.	Prayer through the Officer holding the Service Book of the applicant	
2.	Last 03 (three) years Annual Performance Report duly signed by the Reporting Officer and the Countersigning Officer in terms of No. 9135-F dated 10.09.2002 of the Finance Department (Audit Branch), Govt. of West Bengal	
3.	Attested photocopy of the appointment order	
4.	Attested copy of the Joining Order/ Attested photocopy of the 3 <sup>rd</sup> Page of the Service Book where date of joining is mentioned	
5.	A certificate by the officer, holding the Service Book of the applicant, stating service continuity of the applicant	
6.	Attested copy of the Confirmation Order	
7.	Latest Asset Statement Report of the applicant, by the concerned officer, mentioning the date of assets as stood on.....	
8.	Attested copy of the previous Higher Scale order(s), where applicable	

Signature of the Officer holding the Service Book with official seal

*Base  
25/1/14*



ANNEXURE – III

DOCUMENTS REQUIRED FOR PAST SERVICE COUNT

Sl. No.	Types of Documents	Yes / No
1.	Prayer through Proper Channel	
2.	Up-to-date original Service Book of all Services (Scanned Copy)	
3.	Duly filled in "ANNEXURE P" of the Finance Department's Memo No. 249-F(Pen) dated 27.05.2019 (Leaving blank C.P. No. column)	
4.	Attested copy of all related documents to verify "ANNEXURE-P" as mentioned in Finance Department's Memo No. 249-F(Pen) dated 27.05.2019	
5.	Attested copy of confirmation order in present service	

Signature of the Officer holding the Service Book with official seal

*Bose*  
25/4/19

ANNEXURE - IV

PROFORMA OF SERVICE CONTINUATION CERTIFICATE

1. I, Smt./Shri....., posted as .....,  
Irrigation & Waterways Directorate, Govt. of West Bengal, do hereby certify that  
Smt./Shri....., posted as .....,  
under Irrigation & Waterways Directorate, Govt. of West Bengal has been in continuous  
service since, ..... (Date of Joining)

2. I also certify that Smt./Shri..... has not been  
granted any Extra Ordinary Leave during this period.

OR

I also certify that Smt./Shri..... has been  
granted..... days' of Extra Ordinary Leave during this period.

3. I further certify that no part of the Service period of Smt./ Shri .....  
has been treated as *dies non*.

OR

I further certify that the period from ..... to ..... of the  
Service period of Smt./ Shri .....has been treated as *dies non*.

Date:

Signature:

Name:

Designation:

Official Seal:

*Boon*  
25/4/14