

**Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhaban, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata-700 091**

No. : 972(10)-IW-11011(99)/25/2020 Date:16.04.2025

From: The Deputy Secretary to the Government of West Bengal.

To:

1. The Chief Engineer, South, I & W Directorate.
2. The Chief Engineer, West, I & W Directorate
3. The Chief Engineer, South West, I & W Directorate
4. The Director of Personnel & Ex. Officio Chief Engineer, I & W Directorate
5. The Chief Engineer, North, I & W Directorate
6. The Chief Engineer, (Design & Research), I & W Directorate
7. The Chief Engineer, North East, I & W Directorate
8. The Chief Engineer, Teesta Barrage Project, I & W Directorate
9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate
10. The Chief Engineer (Project Director, WBMIFMP), Irrigation & Waterways Directorate,

Subject: Note to successor on transfer or on Superannuation

Ref: Memo no. 50-PAR(AR)/O/1P-3/2016 dated 15.01.2025 of the Chief Secretary, Personnel & Administrative Reforms Department, Administrative Reforms Cell.

The undersigned is directed to enclose the above referred memorandum and request them to circulate the same to their subordinate offices to take necessary actions from their end.

Enclo: As stated above.

Sd/-
Deputy Secretary to the Government of West Bengal

No. : 972(10)/1(2)-IW-11011(99)/25/2020

Date:16.04.2025

Copy forwarded for information and necessary action to:

1. P.A to the Secretary, I&W Department.
- ✓ 2. The Executive Engineer, DVC Study Cell, I&W Dte.----With a request to upload the same in this Department's official website.

17.4.25
Deputy Secretary to the Government of West Bengal

1674.

Dr. Arundhati

Government of West Bengal
Personnel & Administrative Reforms Department
Administrative Reforms Cell
Nabanna, 7th Floor, Room no-706,
325, Sarat Chatterjee Road, Howrah-711102.

Memo No. 50-PAR (AR)/O/IP-3/2016

Dated 15/01/2025

16

From : The Chief Secretary to the Government of West Bengal
To : 1. The Additional Chief Secretary/ Principal Secretary/ Secretary (All Depts.)
2. The Director General of Police & IGP, West Bengal
3. The District Magistrates and Collectors (All)

Subject: Note to Successor on transfer or on superannuation

Madam/ Sir,

PSH BCL
3/4/25

Kindly recall the discussions in the Administrative Review Meeting held on 2nd January, 2025 at Nabanna Sabahagar, on the subject above. In continuation of the previous Notification No. 563-PAR (AR)/O/IP-3/2016 dated 13th June, 2016 and No. 939-PAR (AR)/O/IP-3/2016 dated 21st November 2016, your attention is drawn once again on the importance of Note to Successor.

During the tenure of an officer in an assignment, many critical works are either initiated or remain in progress. At the time of the officer's transfer or superannuation it is essential to document key information for the successor to ensure continuity and uninterrupted progress of such important works. This is where the importance of a "Note to Successor" comes into play.

All officers moving out on transfer or superannuation are encouraged to prepare a comprehensive 'Note to Successor', outlining the following:

- i) **Priorities and Goals:** Important priorities and strategic objectives that require attention.
- ii) **Ongoing Tasks:** Brief details of critical works currently underway.
- iii) **Initiatives Undertaken:** Key initiatives introduced during the tenure, their progress, and future action plans.
- iv) **Pending actions:** Files/ documents/notes that require immediate attention and prompt action.

This note will facilitate continuity in governance and service delivery, enabling seamless advancement of the government priorities and ensure that ongoing efforts are not disrupted. It is an essential practice to ensure smooth transitions maintaining the momentum of progress.

You are requested to please ensure that henceforth, this practice is followed by all the Heads of-offices, Departments, Directorates, Parastatals, Organizations and Establishments including those at the field level.

A copy of each such Note to Successor should be sent to the office of the Chief Secretary for record.

Yours sincerely

(Manoj Pant) *11/2/25*
Chief Secretary

1353 - ACS

31/1/25

AS(E) DP
4/4

DS(E)

Shrabani
08.02.25

OSD(E)
7.4.25

"SAFE"-I
may be be circulated
8/4/25