



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@gmail.com

Memo No.: 4727-CIE/4C-01/23 (Pt-I)

Date: 16/12/2025

To

The Superintending Engineer- Western Circle-I, Advance Planning Project Evaluation & Monitoring Cell,
Investigation & Planning Circle-I,
The Director of Designs, Central Design Office

Sub.: Confirmation of the newly recruited Lower Division Clerks, names of whom are mentioned below

This is to inform him that the **Annual Performance Report (APR)** of the following employees has been prepared from this end and they are kept in the safe custody of the Office of the undersigned.

In this connection, he/she is hereby directed to send the filled in '**Annexure-I**' and '**Annexure-IV**', photocopy of '**Page-1**' and '**Page-3**' of the Service Book, submission of **Asset Statement Report** declaration as stood on **01/01/2025** (all should be duly attested by the concerned higher authority) positively to this office within **two (02)** days from the date of issue of this letter.

Besides this, in case of **Shahnawaz Ahemed**, Lower Division Clerk of Central Design Office (currently deployed at the Office of the CE(S), CE (D&R), & DP & Ex-Officio CE), he/she is directed to let this office know whether he has passed the "**Half-Yearly Departmental Examination in Bengali**" in terms of the provision as laid down in (a) and (b) in Department of Personal and Administrative Reforms (Common Cadre Wing)'s order having **Memo No. 352-PAR (CCW) Dated 15/09/2021.**

C-1/12 (Pt-2)

This case must be treated as "Extremely Urgent"

The names of the Lower Division Clerks are given below:

1. Saikat Sarkar, Western Circle-I
2. Koushiki Chakraborty, Western Circle-I
3. Maumita Kar, Central Design Office
4. Pallabi Sadhukhan, Central Design Office
5. Sweta Chakraborty, Central Design Office
6. Shahnawaz Ahmed, Central Design Office
7. Parna Biswas, Advance Planning Project Evaluation & Monitoring Cell
8. Ali Akbar Molla, Advance Planning Project Evaluation & Monitoring Cell
9. Susanta Bala, Advance Planning Project Evaluation & Monitoring Cell
10. Joyjeet Dutta, Investigation & Planning Circle-I

Director of Personnel & Ex-Officio Chief Engineer,
Irrigation & Waterways Directorate, Govt. of West Bengal