



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
JALASAMPAD BHAVAN (3rdFLOOR)
BIDHANNAGAR, KOLKATA-700091.

Memo : **446 (9) – IE / 1T – 06/2017.**

Dated : **12th of February, 2019.**

From : Joint Secretary to the Govt. of West Bengal

To : 1. - 9. All Chief Engineer (s) including D.P.e.o.C.E., I. & W. Dte.

Sub : Implementation of e-Office in all the Directorate Offices of I. & W. Dept. – Training thereof.

In continuation of this Dept.'s memo no. **3792-IE** dtd. **10.12.2018** and **297(9)-IE** dtd. **30.01.2019** in reference to the above said subject, I would like to inform you that as part of mandatory implementation of e-Office in all the Directorate Offices of I. & W. Dept., a training has already been organized on 4th of February, 2019. A second training is scheduled to be held from **11 A.M.** on **28th February, 2019** at the Training Hall in Ground floor of **Jalasampad Bhawan, Salt Lake, Kolkata.**

Accordingly, he is requested to send the Nodal Officer, who may be the Technical Assistant & Executive Engineer to the Chief Engineer concerned alongwith 1 person of the office establishment who may be proficient with use of computers for a hands-on training to be imparted by Sri Subhayan Mukhopadhyay, Software Support Personnel of I. & W. Dept. [Official e-mail Id : iwd.ssp@gmail.com ; Mobile : 9475971626] for implementation of e-Office in his respective establishment at the earliest.

He is moreover requested to keep a close liaison with S.S.P. in conjunction with N.I.C. for creation of EMD, etc.

- Sd /- **A. Sengupta**

Jt. Secretary to the Govt. of West Bengal

Memo : **446 (9) / 1 (3) - IE**

Dated : **12th of February, 2019.**

Copy forwarded for information and necessary action to :-

1. Sri Subhayan Mukhopadhyay, S.S.P., I. & W. Dept.
2. The Executive Engineer, DVC Study Cell, 7th Floor, Jalasampad Bhawan, Salt Lake, Kolkata-700091.
- He is requested to upload the same on the official website of the Dept. and instruct Sri Raj Yadav, S.S.P. to be present without fail on the said date for imparting assistance during the said training to all the participants.
3. The Executive Engineer, Metropolitan Drainage Division – I, I. & W. Dte.
- He is requested to make all arrangements for impart of training in Training Hall of I. & W. Dept. in Ground Floor of Jalasampad Bhawan on the said date for all the participants.

Jt. Secretary to the Govt. of West Bengal