

Received NO 4.8
At 6.9.17

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor; Western Block,
Salt Lake; Kolkata-700 091

No. 2206-IE/4P-74/2016

Dt. 22.08.2017

MEMORANDUM

Sub: A few steps to streamline the awardement of confirmation, higher scale benefits, counting of past service etc.

The undersigned is directed to say that the correspondences of Head of the offices under the Directorate while forwarding the case of confirmation, higher scale benefits, counting of past service, as applicable to Engineer-Officer under Irrigation & Waterways Directorate, it is noticed that the enclosures attached for specific purpose is incomplete to dispose of the case from this end.

Therefore, after careful consideration on the matter, the undersigned is directed to say to all of the Head of Offices, competent to forward such cases, as well as all the applicants praying for confirmation, higher scale, counting of past service etc., to adhere to the following procedures with immediate effect to streamline the establishment works.

1. All the applicants who will apply for confirmation/higher scale etc will have to submit invariably an attested copy of each of the following documents :
 - a) 3rd Page of S/B
 - b) relevant portion of S/B containing noting of date of joining in respective service, confirmation, benefits of higher scale as already sanctioned, as applicable as the case may be.
 - c) order of confirmation, higher scale benefits already sanctioned, if any.
2. In case of Officers seeking counting of past service which has been rendered by them in sub-ordinate engineering service, other state Government/Central Government organisation, PSU etc., the following documents must have been entailed with his/her application
 - a) Original service book containing records of service with up to date entry of the service rendered for which counting of service is being sought.
 - b) the NOC for appearing examination & taking further service from competent authority.
 - c) Release order of earlier Department/Organisation as well as joining report in present organisation/post.
3. All the head of the offices are, therefore, requested to check the relevant document as detailed in 1 above. A check list is advised to entail with the application. In order to ease administrative paraphernalia, application in all of the cases, may be forwarded to Administrative Department through respective Chief Engineers or Superintending Engineers in case of Executive Engineers down to Junior Engineers and Chief Engineers in case of Superintending Engineers.

Sd/-


Joint Secretary to the
Government of West Bengal

Dt. 22.08.2017

No.2206/1(11)-IE

Copy forwarded for information & necessary action to :

1. P.A. to the Secretary, Irrigation & Waterways Department.
2. The Director of Personnel & Ex-Officio Chief Engineer, Irrigation & Waterways Directorate; Jalasampad Bhavan, 4th Floor, Salt Lake; Kolkata-700 091.
- 3-9. The Chief Engineer, _____, Irrigation & Waterways Directorate;
10. Executive Engineer, DVC Study Cell, Irrigation & Waterways Directorate; Jalasampad Bhavan (7th Fl.); Salt Lake; Kolkata-700 091.-with request to upload the order in Department's portal.
11. Guard File.


Joint Secretary to the
Government of West Bengal

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