

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

No.1146-IE

Dt. 12/08/2020

MEMORANDUM


Sub: Modalities to streamline the confirmation, awarding higher scale benefits, counting of past service etc.

It has come to the notice of this Departments for quite some time past, from the correspondences of Head of the offices under Irrigation & Waterways Directorate while forwarding the case of confirmation, higher scale benefits, counting of past service, as applicable to Engineer-Officer under Irrigation & Waterways Directorate, that necessary documents regarding joining the service of the incumbent, confirmation order for getting benefit of higher scale under MCAS or statement of promotion policy of Engineer Officer, relevant orders of getting 1st /2nd higher scale, report of the concerned authorities maintaining properly service records , leave records including records of extra ordinary leave, if any, are not properly entailed with. For this, it happens unnecessary delay in issuing orders regarding confirmation, higher scale benefits. In some cases, incumbent concerned directly applies to this Department without apprising their higher authority. This is a gross violation of this Department's Memorandum No. **No. 2206-IE/4P-74/2016 Dt. 22.08.2017.**

Therefore, after careful consideration on the matter , the undersigned is directed reiterately to say 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 strictly 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 containing clearly the date of entry in Govt service/present post.
 - b. Self attested copy of 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 other services prior to joining the present 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.

- d. Confirmation order in the existing cadre/post.
- e. Duly filled in Proforma as enunciated by Finance Department (Pension Cell) as available in www.wbfin.nic.in
3. All the head of the offices are, therefore, requested to check the relevant document as detailed in 1 & 2 above. In order to ease administrative paraphernalia, applications in all of the cases, may be forwarded to Administrative Department through respective Chief Engineers or Superintending Engineers in case of Executive Engineers , Superintending Engineers or Executive Engineers in case of Junior Engineers and Chief Engineers in case of Superintending Engineers and Executive Engineers, Junior Engineers as the case may be.



Joint Secretary to the
Government of West Bengal

No.1146/1(11)-IE

Dt. 12/08/2020

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