

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhawan (3rd Floor)
Saltlake City, Kolkata 700091

No. 82-IRC

Date:17/06/2021

ORDER

It has been brought to the notice of this Department that to implement the recent promotional orders to the post of ACRO from the feeder posts and those from ACRO to the post of Revenue Officers and Deputy Magistrate & Deputy Collectors the HOOs are facing difficulties in initiating promotional transfer process in the HRMS system.

Now, to facilitate the smooth promotional transfer process, as of now, the following actions may be taken by the HOO :

For Promotion to the post of ACRO from the feeder posts –

- (1) Promotional transfer process for change in cadre schedule should be initiated from HRMS Menu "Outside Cadre Schedule Transfer Order" from the HOO end.
- (2) After such transfer in HRMS system, the Director of Personnel & Ex-Officio Chief Engineer, I & W Dte, being the current Appointing Authority in HRMS system, will tag the employee to their respective Heads of Offices wherein the employees have been posted on promotion. Such tagging should be done in HRMS from the role "AA Approver" of the Director of Personnel & Ex-Officio Chief Engineer, I & W Dte at menu "HRMS ID Availability".
- (3) After that, the Heads of Offices wherein the employees have been transferred on promotion, should initiate the process of joining in their Offices.

For Promotion from the post of ACRO to the post of RO and DMDC-

- (4) For promotion from ACRO to the post of Dy. Magistrate & Dy. Collector in P&AR Deptt., the same process as mentioned in (1) above may be followed.
- (5) For promotion to the post of RO from ACRO – a separate order will follow shortly.

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Joint Secretary to the
Government of West Bengal

Date:17/06/2021

No. 82/1(4)-IRC

Copy for information & necessary action to the:

1. Director of Personnel & Ex-Officio Chief Engineer, I & W Dte. – he is informed that the DP&EOCE is presently recorded as the Appointing Authority/ Cadre Controlling Authority of ACRO and RO in the HRMS system which should be changed to Secretary, I & W Department. The Dealing Assistant in his Office may kindly be requested to contact Sri Nirvik Roy Chowdhury, UDA of this Department to settle the matter at an early date.
2. Superintending Engineer,
3. Revenue Officer,
4. Sri Nirvik Roy Chowdhury, UDA

17/06/2021

Joint Secretary to the
Government of West Bengal