

Government of West Bengal  
Irrigation & Waterways Department  
Jalampad Bhavan, 3<sup>rd</sup> Floor; Western Block,  
Salt Lake; Kolkata-700 091

No. 1255 – IE

Date:29.04.2022

**ORDER**

It is observed that often the prayers for **confirmation/higher scale/past service count** in respect of Engineering Officers posted under Irrigation & Waterways Directorate are forwarded without all the documents necessary for evaluation of the cases for allowing such benefits. This results in repeated communications between this Department and the concerned offices delaying the process of evaluation and eventually delaying the grant of benefits to the incumbents.

Now, after careful consideration to facilitate the said procedure, the Governor is hereby pleased to introduce "Check Lists", and a proforma of Service Continuation Certificate, which are enclosed herewith as 'ANNEXURE-I, II, III & IV; for reference.

Hence, all the Chief Engineers, Superintending Engineers & Executive Engineers or officers holding equivalent posts under Irrigation & Waterways Directorate, West Bengal, who are custodian of the service book of the applicant, are hereby directed to fill up the said check lists and verify whether all the documents, mentioned in the check lists, are furnished or not and issue a Service Continuation Certificate as per annexed proforma when they forward the prayers for **confirmation/higher scale/past service count** in respect of Engineering Officers posted under their jurisdiction before this Administrative Department directly.

This order is issued in the interest of public service and will take immediate effect.

All concerned are hereby informed accordingly.

Encl: As above.

By order of the Governor,  
Sd/-

Joint Secretary to the Government of West Bengal

No.1255/1(4)-IE

Date: 29.04.2022

Copy forwarded for information to:

1. Sr. P.A. to Principal Secretary, Irrigation & Waterways Department.
2. P.A. to Secretary, Irrigation & Waterways Department.
3. Shri Prabhas Ray, Deputy Secretary (Revenue), Irrigation & Waterways Department.
4. Shri Sujay Saha, Deputy Secretary-III (Works), Irrigation & Waterways Department.

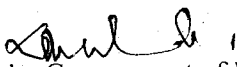
*Sd/-*  
Joint Secretary to the Government of West Bengal

No. 1255/2(17)-IE

Date: 29.04.2022

Copy forwarded for information & necessary action to:

1. The Chief Engineer, South, Irrigation & Waterways Directorate, Jalasampad Bhavan, 1<sup>st</sup> floor, Bidhannagar, Kolkata-700091.
2. The Chief Engineer, West, Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), Dist- Burdwan, Pin-713101.
3. Chief Engineer, South West, Irrigation & Waterways Directorate, Khusjungle, Midnapur, Dist.- PaschimMedinipur, Pin-721102.
4. The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate, Jalasampad Bhavan, 4<sup>th</sup> floor, Bidhannagar, Kolkata-700091.
5. The Chief Engineer, North, Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, Dist. - Malda, Pin-732103.
6. The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, Jalasampad Bhavan, 1<sup>st</sup> floor, Bidhannagar, Kolkata-700091.
7. The Chief Engineer, North East, Irrigation & Waterways Directorate, Club Road, P.O. & Dist. Jalpaiguri, Pin-735101.
8. The Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, TeestaSech Bhavan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri, Dist.-Darjeeling, Pin-734001.
9. Chief Engineer & Project Director, SPMU, Irrigation & Waterways Directorate, Jalasampad Bhavan, 9<sup>th</sup> Floor, Salt Lake, Kolkata- 700 091.
10. Chief Engineer (Mechanical\* & Electrical), Irrigation & Waterways Directorate, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091.
11. Superintending Engineer ....., Irrigation & Waterways Directorate.
12. Executive Engineer ....., Irrigation & Waterways Directorate.
- ✓ 13. **Executive Engineer, DVC Study Cell, Irrigation & Waterways Directorate, Jalasampad Bhavan, Salt Lake, Kolkata- 700 091. With the request to upload this Order to the Department's Website.**
14. Shri Pranab Sasmal, Section Officer (Establishment), Irrigation & Waterways Department.
15. Shri Utpal Karmakar, Head Assistant (Establishment), Irrigation & Waterways Department.
16. Shri Sumit Santra, Upper Division Assistant, Irrigation & Waterways Department.
17. Shri Souradeep Sarkar, Lower Division Assistant, Irrigation & Waterways Department.

  
Joint Secretary to the Government of West Bengal

**Annexure-I of Order No. 1255-IE dated 29.04.2022 of this Department**

**DOCUMENTS REQUIRED FOR CONFIRMATION IN SERVICE**

<b>Sl. No.</b>	<b>Types of Documents</b>	<b>Yes/No</b>
1	Prayer through the Officer, holding the Service Book of the applicant	
2	A certificate by the officer, holding the Service Book of the applicant, stating service continuity of the applicant	
3	Attested copy of appointment Notification(s)	
4	Attested copy of Joining Order(s)/ Attested photocopy of 3 <sup>rd</sup> page of Service Book, where date of joining is mentioned	
5	Attested copy of passing in Professional Examination along with Memo. No. of Public Service Commission, West Bengal	
6	Attested copy of passing in Departmental Examination along with Memo. No. of Public Service Commission, West Bengal	

Signature of controlling authority with office seal

**Annexure-II of Order No. 1255-IE dated 29.04.2022 of this Department**

**DOCUMENTS REQUIRED FOR 1<sup>ST</sup> /2<sup>ND</sup> /3<sup>RD</sup> HIGHER SCALE OF PAY**

<b>Sl. No.</b>	<b>Types of Documents</b>	<b>Yes/No</b>
1	Prayer through the Officer, holding the Service Book of the applicant	
2	A certificate by the officer, holding the Service Book of the applicant, stating service continuity of the applicant	
3	Attested copy of appointment Notification(s)	
4	Attested copy of Joining Order(s)/ Attested photocopy of 3 <sup>rd</sup> page of Service Book, where date of joining is mentioned	
5	Attested copy of confirmation order(s)	
6	Attested copy of previous Higher Scale order(s), where applicable	

Signature of controlling authority with office seal

Annexure-III of Order No. 1255-IE dated 29.04.2022 of this Department

**DOCUMENTS REQUIRED FOR PAST SERVICE COUNT**

Sl. No.	Types of Documents	Yes/No
1	Prayer through proper channel	
2	Up to date original Service Book of all services (Scan Copy)	
3	Duly filled in "ANNEXURE-P" of Finance Department's Memo. No. 249-F(Pen) dated 27.05.2019 (Leaving blank cp. No. Column)	
4	Attested copy of all related documents to verify "ANNEXURE-P"	
5	Attested copy of confirmation order in present service	

Signature of controlling authority with office seal

Annexure-IV of Order No. 1255-IE dated 29.04.2022 of this Department

**PROFORMA OF SERVICE CONTINUATION CERTIFICATE**

I, Smt./Shri ....., posted as ....., Irrigation & Waterways Directorate, West Bengal, do hereby certify that Smt./Shri ....., posted as ..... under Irrigation & Waterways Directorate has been in continuous service since, .....(Date of Joining) .....

2) I also certify that Smt./Shri ..... has not been granted any Extra Ordinary Leave during this period.

**OR**

I also certify that Smt./Shri ..... has been granted ..... days' of Extra Ordinary Leave during this period.

3) I further certify that no part of the service period of Smt./Shri ..... has been treated as *dies non*.

**OR**

) I further certify that the period from ..... to ..... of the service period of Smt./Shri ..... has been treated as *dies non*.

Date:

Signature:

Name:

Designation:

Official Seal: