



**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasampad Bhawan, 3<sup>rd</sup> Floor, Western Block**  
**Salt Lake City, Kolkata 700091.**

**No.:818(2)-IE-3M-29/2022**

**Date: 20/03/2023**

**From :** The Joint Secretary to the  
Government of West Bengal

**To :** 1. The Director of Personnel & Ex-Officio Chief Engineer  
Irrigation & Waterways Directorate.

2. The Chief Engineer.....  
Irrigation & Waterways Directorate.

**Sub:-** Providing details of the Junior Engineers of the Irrigation & Waterways  
Directorate for preparing a “Data Base”.

Sir/Madam,

It is needless to mention that a complete “Data Base” of all Engineering Officers from the level of Junior Engineer to Superintending Engineer of the Irrigation & Waterways Directorate is required to be put in place for effective monitoring, supervision & execution of different works at the field level.

This “Data Base” is required to be updated regularly for effective functioning.

On the last occasion, this Department vide Memo No. **No.: 2747(2)-IE-3M-29/2022 dated 07/09/2022** collected the Data’s of the Engineer Officers from the rank of the Assistant Engineer to the Superintending Engineer.

Now, you are requested to collect the Data’s of all Junior Engineers, posted in the Circle Offices, Division and Sub Division Offices under your jurisdiction and send the soft copy of the same after compilation by mail in **Excel format (.xls or.xlsx)** to [email2debashis1@gmail.com](mailto:email2debashis1@gmail.com).

You are also requested to submit the Hard copy of the same to the Principal Secretary, Irrigation & Waterways Department simultaneously.

02 (Two) separate proformas for collection of Data of the Junior Engineers are annexed herewith.

Contd.

-:2:-

**The compiled Data must reach this end under the signature of the Chief Engineer concerned only within 07 (Seven) working days from the date of issuance of this letter.**

This letter is issued with the due approval of the Principal Secretary of the Irrigation & Waterways Department.

Yours faithfully,

*Sdr*

**Enclo :-** As Stated.

**Joint Secretary to the  
Government of West Bengal**

**No.:**818(2)/1(6)-IE-3M-29/2022

**Date:** 20/03/2023

Copy forwarded for information to:

1. The Pr. PS to the Principal Secretary, I & W Department
2. The PA to the Secretary, I & W Department
3. The Superintending Engineer,....., I & W Directorate.
4. The Executive Engineer,....., I & W Directorate.
5. The Assistant Engineer....., I & W Directorate.
6. The Executive Engineer, DVC Study Cell, I & W Directorate with the request to upload this letter in the Department's Website.

*[Signature]*

**Joint Secretary to the  
Government of West Bengal**

**Chief Engineer, .....Irrigation & Waterways Directorate**

<b>Name of the Office</b>	<b>Total Number of Sanction Post</b>	<b>Existing Number of Junior Engineer</b>	<b>Number of Vacancy</b>
1. Chief Engineer's Office			
2. ....Circle			
3. ....Division			
4.....Office			

**Date:**

**Chief Engineer....., I&W Dte.**

Personal Details							Details of posting including past postings (begin with the latest posting first)						
SI No.	HRMS ID.	Name	Mobile No.	Date of Birth as per Service Book	Date of Superannuation	Permanant Address	SI No.	Under Circle	Under Division	Under Sub-Division	Date of joining	Date of release	Mention transfer order no. with date (if transfer order already issued but not released till date)
1	XXXXXXXXX X	XYZ	XXXXXXXXXX X	dd/mm/yyyy	dd/mm/yyyy	ABC DEF rrrrrr, PIN - XXXXXX	a	XYZ	DEF	MNO	dd/mm/yyyy	dd/mm/yyyy	
							b	ABC	MNQ	SSD	dd/mm/yyyy	dd/mm/yyyy	
							c						

Date:.....

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Signature  
Chief Engineer