

**Government of West Bengal  
Irrigation & Waterways Department  
Jalasampad Bhaban, 3rd Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata-700 091**

No.:398-IW-11011(20)/65/2019

Dated:09.02.2024

From: Joint secretary to the  
Government of West Bengal.

To: Director of Personnel & Ex-Officio Chief Engineer  
Irrigation and Waterways Directorate, 4<sup>th</sup> Floor  
Jalasampad Bhavan, Saltlake, Kolkata-700 091

**Sub: Transition from regular emails system (Lotus Domino) to  
Microsoft Office 365 Cloud based email system**

Madam,

In enclosing herewith a copy of Memo No. 119(77)-ITE-14021/6/2023 dated 02.02.2024, I am directed to request you to take necessary action from your end in this regard.

Yours sincerely,

Enclo. - As stated.

*Sd/-*

Joint Secretary to the Govt. of West Bengal

No.:398/1(1)-IW-11011(20)/65/2019

Dated:09.02.2024

Copy forwarded for information and necessary action to:

- ✓ 1) Executive Engineer, DVC Study Cell for uploading in the website.

*[Signature]*  
Joint Secretary to the Govt. of West Bengal