

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

No. : 3216- IW-11011(99)/99/2025

Date: 31.10.2025

From: The Deputy Secretary to the Government of West Bengal.

To:

1. The Chief Engineer, South, I & W Directorate.
2. The Chief Engineer, West, I & W Directorate
3. The Chief Engineer, South West, I & W Directorate
4. The Director of Personnel & Ex. Officio Chief Engineer, I & W Directorate
5. The Chief Engineer, North, I & W Directorate
6. The Chief Engineer, (Design & Research), I & W Directorate
7. The Chief Engineer, North East, I & W Directorate
8. The Chief Engineer, Teesta Barrage Project, I & W Directorate
9. The Chief Engineer (Mechanical & Electrical), Irrigation & Waterways Directorate
10. The Chief Engineer (Project Director, WBMIFMP), Irrigation & Waterways Directorate,

Subject: Seeking prior permission for private foreign visits, foreign visit under LTC or Official visits -Instruction.

Ref: Memo no. 84-CS/2025 dated 09.10.2025 from Office of the Chief Secretary

The undersigned is directed to enclose the above referred memorandum and request them to circulate the same to their subordinate offices to take necessary actions from their end.

Encl: As stated above.

Deputy Secretary to the Government of West Bengal

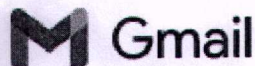
No.: 3216 /1(2)-IE

Date: 31.10.2025

Copy forwarded for information and necessary action to:

1. P.A to the Secretary, I&W Department.
2. The Executive Engineer, DVC Study Cell, I&W Dte.----With a request to upload the same in this Department's official website.

Deputy Secretary to the Government of West Bengal



Principal Secretary <iwd.prsecy@gmail.com>

(no subject)

1 message

Dr. Manoj Pant <cs-westbengal@nic.in>

Fri, Oct 10, 2025 at 1:10 PM

To: Onkar Singh Meena <ps.agri-wb@nic.in>, Agricultural Marketing Department <agrmkt-wb@bangla.gov.in>, VIVEK KUMAR <secy.ard-wb@nic.in>, secretarybcw <secretarybcw@gmail.com>, prsecy cad <prsecy.cad@gmail.com>, prsecy cooperation <prsecy.cooperation@gmail.com>, principalsecydca <principalsecydca@gmail.com>, secrelief <secrelief@wb.gov.in>, Roshni Sen <psecy.env-wb@gov.in>, PRABHAT KUMAR MISHRA <fs-wb@nic.in>, firedepartment <firedepartment@rediffmail.com>, prsecy fisheries <prsecy.fisheries@gmail.com>, psfpihwb <psfpihwb@gmail.com>, acsforestwb <acsforestwb@gmail.com>, prin secy wbhealth <prin.sec.y.wbhealth@gmail.com>, BINOD KUMAR <secy.hestbt-wb@gov.in>, wb secyhome <wb.sec.yhome@gmail.com>, RAJESH KUMAR SINHA <prsecy.housing-wb@nic.in>, secci <secci@wb.gov.in>, secica <secica@wb.gov.in>, secit <secit@wb.gov.in>, iwd prsecy <iwd.prsecy@gmail.com>, secy judicial <secy.judicial@gmail.com>, AVANINDRA SINGH <labour-wb@gov.in>, seclr <seclr@wb.gov.in>, seclaw <seclaw@wb.gov.in>, secy meals <secy.meals@gmail.com>
Cc: undersec <undersec@gmail.com>

Madam/Sir

Kindly find the attachment
--Regards

O/o the Chief Secretary
Government of West Bengal

✓ Secy, IWD
✓ Secy, HWT
3
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Prior permission reg. private foreign visits under LTC.pdf
479K

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Government of West Bengal
Office of the Chief Secretary
NABANNA
325, Sarat Chatterjee Road, Shibpur, Howrah-711102

No. 84-CS/2025

Dated, 9th October, 2025.

To,

The Additional Chief Secretary/ Principal Secretary/ Secretary
Departments (All)

**Subject: Seeking Prior Permission for Private Foreign Visits, Foreign Visit
under LTC or Official Visits – Instructions**

It has come to the notice of this office that certain government officials across various departments are applying for permission from the competent authority for private foreign visits, foreign visits under LTC, or official visits after already making travel bookings and accommodation arrangements. Such actions undermine adherence to existing rules and procedural norms.

It is therefore reiterated that no relaxation or special consideration shall be entertained merely on the basis that travel or accommodation arrangements have already been made. All concerned are advised to strictly adhere to the extant instructions governing prior permission for such visits, in order to ensure procedural propriety and administrative compliance.

All HoDs shall ensure that under normal circumstances, the proposals be sent to this office at least four weeks prior to the commencement of the period of leave.

(Dr. Manoj Pant)
Chief Secretary