



**Government of West Bengal**  
**Office of the Chief Engineer (South), Chief Engineer (D &R) and**  
**Director of Personnel & Ex-Officio Chief Engineer**  
**Irrigation & Waterways Directorate,**  
**Jalasampad Bhawan, Bidhannagar (4th floor), Kolkata – 700 091**  
**e-mail: directorofpersonnel@ymail.com**

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**Memo No.: 4750-CIE/4C-01/23 (Pt-I)**

**Date:** 18/12/25

To  
The Superintending Engineer,  
Eastern Circle,  
Irrigation & waterways Directorate,  
Govt. of West Bengal,  
Jalasampad Bhawan (8<sup>th</sup> Floor),  
Kolkata, Pin: 700 091

**Sub.: Confirmation of the newly recruited Lower Division Clerks, names of whom are mentioned below**

This is to inform him that the **Annual Performance Report (APR)** of the following employees has been prepared from this end and they are kept in the safe custody of the Office of the undersigned.  
In this connection, he/she is hereby directed to send the filled in '**Annexure-I**' and '**Annexure-IV**', photocopy of '**Page-1**' and '**Page-3**' of the Service Book, submission of **Asset Statement Report** declaration as stood on **01/01/2025** (all should be duly attested by the concerned higher authority) positively to this office within **two (02)** working days from the date of issue of this letter.

**This case must be treated as "Extremely Urgent"**

**The names of the Lower Division Clerks are given below:**

1. Anwasha Das
2. Suman Koley
3. Sonali Mondal

Director of Personnel & Ex-Officio Chief Engineer,  
Irrigation & Waterways Directorate,  
Govt. of West Bengal