



**Office of the Chief Engineer (South), Chief Engineer (D&R) and  
Director of Personnel & Ex-officio Chief Engineer  
Irrigation & Waterways Directorate  
Jalasampad Bhaban, 4th Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata 700091**

Memo No. 3015(120) - CIE-1S-16/19

Date:- 07 JAN 2020

To  
The Superintending Engineer .....

The Director .....

The Executive Engineer .....

The Revenue Officer .....

**Sub :- Provisional Gradation List of Head Clerks of Subordinate offices under  
Irrigation & Waterways Directorate as stood on 01.10.2019**  
**Ref :- This office Memo No. 5438(120) CIE – 1S – 16/19 dated 22.10.2019.**

With reference to the above, he is requested to let this office know of **any correction** in any respect, such as, Name, Date of birth, **Date of appointment as Head Clerk**, Category, Present place of posting, any inclusion or deletion etc. and it must be reported with in **7 working days** from the date of issue of this letter.

In this respect ,he is also requested to submit the **'ACR'** of last five years i.e. from 2014 – 15 to 2018 – 19 instead of APR, as per Irrigation & Waterways Department's No. 132 – IRC dated 26.11.2019 along with report of submission of **Assets Statement** as stood on 01.01.19 of the Head Clerks (Sl.No. 1 to Sl.No. 15) under his control for the purpose of promotion to the post of Assistant Canal Revenue Officer.

*Shrawan Kumar*  
Director of Personnel & Ex-Officio Chief Engineer  
Irrigation & Waterways Directorate

*Shrawan*  
03/01/2020

Memo No. 3015/1(8) - CIE

Date:-

Copy forwarded for information and necessary action to :-

The Chief Engineer .....

*Sdf*  
Director of Personnel & Ex-Officio Chief Engineer  
Irrigation & Waterways Directorate