



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

REMINDER

Memo No. 3865(120)-CIE/ 7P-02/2025

Date: 23.06.25

To

The Superintending Engineer/Director/Executive Engineer/Revenue Officer,

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Sub.: Performance report of regular qualified Group-D and Non-technical Group-C (below LDC) employees regarding promotion to the post of Lower Division Clerk.

Ref.: This office Memo No. 3499(120)-CIE/ 7P-02/2025 dated 11.04.2025 and 3535(120)-CIE/ 7P-02/2025 dated 23.04.2025.

With reference to the memo nos. under reference, he/she is once again requested to send the APR of the regular qualified Group-D and Non-technical Group-C (below LDC) employees (103 nos.) for the years 2022-23, 2023-24 and 2024-25, along with following documents, if not already sent. Moreover, he/she is once again requested to send the APR of the regular qualified Group-D and Non-technical Group-C (below LDC) employees who have passed Type test conducted by NSATI, WB on or before 01.07.2020, if any, under his/her control in addition to the 103 (one hundred three) regular qualified Group-D and Non-technical Group-C (below LDC) employees for the years 2022-23, 2023-24 and 2024-25, along with following documents:

Documents:

- Authenticated copy of Typing Test result (first page and the page where the name of employee published) conducted by NSATI, WB.

- ii) Attested copy of first page of Service Book and page of Service Book where date of entry into regular establishment has been mentioned.

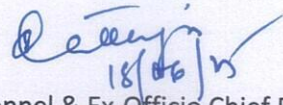
The APRs of the all the employees, who are posted in the Division offices/Revenue offices, should be sent through concerned Superintending Engineers.

The concerned Superintending Engineers being the appointing authority of Group-D employees are hereby requested to send Vigilance clearance report of Group-D employees in a sealed cover.

He/She is requested again to bring this instruction to the notice of all regular qualified Group-D and Non-technical Group-C (below LDC) employees who have passed Type test conducted by NSATI, WB **on or before 01.07.2020** under his/her control in order to point out the error or omission in the previous list (103 nos. employees).

The concerned officers are directed to send all the APRs, documents and vigilance clearance report within **10(ten) days** from the issue of this letter. No further representation/prayer to include the name in the list who have passed Type test conducted by NSATI, WB on or before 01.07.2020, will be entertained after **10(ten) days** from the issue of this letter.

This should be treated as urgent.


18/06/25
Director of Personnel & Ex-Officio Chief Engineer,
Irrigation & Waterways Directorate,
Government of West Bengal


Memo No. 3865/1(9)-CIE/ 7P-02/2025

Date:

Copy forwarded for information and necessary action to:-

The Chief Engineer(all)

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