

GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
JALASAMPAD BHAWAN (3RD FLOOR) BIDHANNAGAR, KOLKATA -700091

No. 2216-IE-11011(99)/198/2025-

Dated: 21/07/2025

CIRCULAR

Sub: Seeking report on monthly submission of Working Certificate in respect of Contractual IT Personnel (CITP.)

In order to ensure and monitor the services being rendered by the Contractual IT Personnel where they are engaged, the undersigned is hereby directed to request all such Offices under the Irrigation & Waterways Department and Irrigation & Waterways Directorate to henceforth issue a filled up Working Certificate as per the format enclosed, every month at the time of drawing their remunerations.

Enclosure: As stated

sd/-

Joint Secretary to the Government of West Bengal

No. 2216/1(9)-IE

Dated: 21/07/2025

Copy forwarded for information and necessary action to:

1. Director of Personnel & EO Chief Engineer, Irrigation & Waterways Directorate
2. Chief Engineer, I & W Directorate
3. Joint Secretary,, Irrigation & Waterways Department
4. Superintending Engineer,, I & W Directorate
5. Director, River Research institute.
6. Deputy Secretary, Irrigation & Waterways Department.
7. Executive Engineer, I&W Directorate.
8. Assistant Secretary, Irrigation & Waterways Department.
- ✓ 9. Executive Engineer, DVC Study Cell, I & w Dte. is requested to upload this order in the website of this Department.

Joint Secretary to the Government of West Bengal

(Name of the Office)

WORKING CERTIFICATE in respect of CONTRACTUAL IT PERSONNEL

This is to certify that Smt/Shri, Contractual IT Personnel
engaged in this office has performed her/his work satisfactorily during the period from
..... to

Smt/Shri has availed (number) of days as
leave during the period from to

Signature of the Officer where posted with date