

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

No. 1732-IE

Date :10/07/2018

MEMORANDUM

Filling up at sub-modules viz. "**Sanction Strength**" and "**Self Appraisal cum Annual Confidential Report**" of all Gr-A officers of Govt. of West Bengal in the HRMS system are in progress at the necessary ends of various offices under this Department. It has been noticed that the proper implementation of the aforesaid sub-modules are being obstructed due to improper data of Employees at their respective DDO ends. Hence, all the DDOs under this Department are hereby instructed to rectify/modify the Employee-wise Master-data specially regarding their Cadre Controlling Authority, Office Name, Post, Designation etc. at their ends on priority basis for quick and proper implementation of the aforesaid sub-module in HRMS system.

This may be treated as top priority.




Joint Secretary to the
Government of West Bengal

No. 1732/1(22)-IE

Date :10/07/2018

Copy forwarded for information and necessary action to :

1. The Additional Chief Secretary, Irrigation & Waterways Department.
2. The Financial Advisor & Secretary, Irrigation & Waterways Department.
3. The Secretary, Irrigation & Waterways Department.
4. P.S. to Hon'ble Minister-in-Charge, Irrigation & Waterways Department
5. The Joint Secretary (Works), Irrigation & Waterways Department.
6. The Joint Secretary (Revenue), Irrigation & Waterways Department.
7. The OSD & ex-Officio Deputy Secretary, Irrigation & Waterways Deptt.
8. The S.E., _____, Irrigation & Waterways Directorate.
9. The E.E., _____, Irrigation & Waterways Directorate.
10. The Registrar & D.D.O., Irrigation & Waterways Department.
11. The Assistant Secretary, Irrigation & Waterways Department.
- 12-19. Chief Engineer, _____ Irrigation & Waterways Directorate. He is requested to circulate the memorandum to the Superintending Engineer & Executive Engineer under his administrative control.
20. Section Officer, Vigilance Cell, Irrigation & Waterways Department.
- ✓ 21. Executive Engineer, DVC Study Cell, Irrigation & Waterways Directorate with request to upload this Memorandum in Department's Portal.
22. Guard File of establishment.



Joint Secretary to the
Government of West Bengal