



**Government of West Bengal  
Irrigation & Water Ways Department  
Jalasampad Bhawan, Western Block, 3<sup>rd</sup> floor  
Salt Lake City, Kolkata-700091**

No.2527-IE-2T-07/2021

Date: 13/12/2021

From: Special secretary to the  
Government of West Bengal

To : All the Chief Engineers (Civil) under Irrigation & Waterways Directorate

Sub:- Submission of proforma report for exercising option for posting on transfer of Executive Engineer (Civil) under Irrigation & Waterways Directorate.

Sir,

The undersigned is directed to forward herewith a Proforma for exercising option for posting on transfer of Executive Engineer (Civil) under Irrigation & Waterways Directorate who have completed 3 (Three) years of service in their existing post, as per provision, laid down in the existing policy for posting and transfer of the Executive Engineer (Civil) of I&W Dte. and to request you to furnish the report to this Department as per Prescribed Proforma (Copy enclosed) within 01 (One) month from the date of issue of this Memo.

The proforma must be filled up by the incumbent himself and the concerned Chief Engineer is requested to compile the entire database and send to the end of the Secretary of I&W Department within 01 (One) month from the date of issue of this Memorandum.

Fragmented data will not be entertained.

Concerned Superintending Engineer is requested to see that the names of all the Executive Engineers (Civil) who have completed 3 (Three) years are included.

Yours faithfully,

5dk

Special Secretary to the  
Government of West Bengal

**Enclo. As stated.**

No.2527/1(2)-IE-2T-07/2021

Date: 13/12/2021

Copy forwarded for information & necessary action to :-

1. All the Superintending Engineers under Irrigation & Waterways Directorate with a request to ensure that the report is submitted within 01 (One) month from the date of issue of this Memorandum.
- ✓ 2. Executive Engineer, DVC Study Cell & e-governance, Jalasampad Bhavan, Salt Lake, Kolkata – 700 091 with the request to upload the Memo. to this Department's Website.

*AE* 13/12/21  
Special Secretary to the  
Government of West Bengal

## **PROFORMA**

[PROFORMA FOR EXERCISING OPTION FOR POSTING ON TRANSFER OF EXECUTIVE ENGINEER (CIVIL), I&W DTE]

Name of the Office:

<b>Sl. No.</b>	<b>Name of the Executive Engineer (Civil)</b>	<b>Date of Superannuation</b>	<b>Place of Posting in his / her entire service under I&amp;W Department</b>	<b>Duration of Posting in every phase as inscribed in column-4 with specific date</b>	<b>Option for transfer to any three (3) as applicable, in order of preference</b>	<b>Place of posting in Zone 'A' or 'B' during his/her tenure of entire service</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Signature of the Chief Engineer, I&W Dte.**