



Office of the Chief Engineer (South), Chief Engineer (D&R) and  
Director of Personnel & Ex- Officio Engineer  
Irrigation & Waterways Directorate, Government of West Bengal  
Jalasampad Bhawan , Salt Lake, Kolkata – 700091.

Memo No. 3488 - CIE /3M-38/20

Dated : 13/04/26

To  
The APD-IV, DPMU-II, WBMIFMP  
Irrigation & Waterways Directorate,  
Jalasampad Bhawan, Salt Lake, Kolkata – 700091.

Sub : Seeking for Annual Performance Report

Sir,

I am to request you to send Annual Performance Reports in respect of the following employees for the period as mentioned below. It is very urgent regarding promotion to the post of Administrative Officer and Head Assistant.

<u>Name &amp; Designation</u>	<u>From</u>	<u>To</u>
1. Sri Sudipta Sarkar, HA	06.12.2023	09.04.2025
2. Smt. Mahuya Mitra Kundu, UDA	01.04.2025	31.03.2026

*Yours faithfully,*  
*[Signature]* 13/04/26.  
Superintending Engineer attached to  
Director of Personnel & Ex-officio Chief Engineer  
Irrigation & Waterways Directorate  
Govt. of West Bengal

*Offanda*  
*13/04/26*