

Is to circulate among Secretarial Service Ministry

Government of West Bengal
Water Resources Investigation and Development Department
Khadya Bhavan
11A, Mirza Ghalib Street
Kolkata - 700 087.

Memo No.190(5)/SS/WRIDD

Dated : 01.08.2019.

From : The Special Secretary,
to the Government of West Bengal.

- To :
- 1) The Director of Personnel & Ex-Officio Chief Engineer, Water Resources Development Directorate, Mirza Ghalib Street, Block-B, 6th Floor, Kolkata- 700086.
 - 2) Director, State Water Investigation Directorate Nirman Bhaban, 3rd Floor, Salt Lake City, Kolkata-91.
 - 3) Additional Project Director, West Bengal Accelerated Development of Minor Irrigation Project Block-14/2, CIT Scheme VIII(M), ICMARD Building 5th Floor, Ultadanga, Kolkata-67.
 - 4) The Managing Director, West Bengal State Minor Irrigation Corporation Limited, 5, Mustaque Ahmed Street, Kolkata-16.
 - 5) Managing Director, West Bengal Agro Industries Corporation Limited, 23, Netaji Subhas Road, 3rd Floor, Kolkata- 700 001.

It has been noticed that prompt disposal of files, correspondences, petitions etc. has not been taking place. This matter has been viewed seriously by the higher authorities of this Department.

I am accordingly directed to request you to advise all officers under your jurisdiction to dispose of the files, correspondences, petitions etc. forth with when referred to.

Unnecessary and wilful delay in disposal of the above by any officer should be scrupulously avoided.


Special Secretary

Memo No.190(5)/1(6)/SS/WRIDD

Dated : 01.08.2019.

Copy forwarded for information & necessary action to :

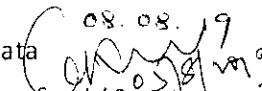
- 1) Engineer-in- Chief & EO Secretary of this Department.
- 2) Deputy Secretary of this Department.
- 3) P.S. to Hon'ble Minister-in-Charge of this Department.
- 4) Sr. P.S. to the Principal Secretary of this Department.
- 5) Sr. P.A. to JS (Mi) of this Department.
- 6) Guard file of this Department.

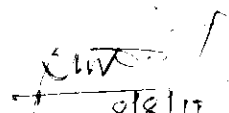
Memo. No 2907 (18)

Dated, Kolkata

Copy forwarded for information and taking necessary action to:-

1. The Superintending Engineer (A.I) / (A.M).....(A.I) / (A.M) Circle.
2. The Administrator DVCADA/ MCADA/ KCADA.
3. The Chief Engineer- I / II W.R.D.D.
4. The Administrator (CE) Tessta CADA.

08.08.19

Special Secretary


Director of Personnel &
Ex-Officio Chief Engineer