

Government of West Bengal  
Panchayats & Rural Development Deptt.(R.D.Wing  
Joint Administrative Building, (7<sup>th</sup> -9<sup>th</sup> Floor),  
HC-7, Sector-III, Kolkata-106

No. 5430-P&RD/O/13E-61/2021

Dated-12.11.21

**MEMORANDUM**

It has been observed that the Self Appraisal Reports (SAR) in respect of a large number of Junior Engineers (Civil) are not available with the custodian of SAR though those were accepted by the Accepting Authority. As a result the issue of confirmation of the Junior Engineers is getting hampered. On scrutiny it has been found that some of the Junior Engineers were tagged by the District Magistrate instead of the Head of the Department. Again it has also been found that the service particulars of some Engineers in HRMS are not correct.

Therefore, in order to resolve the problem, all the Junior Engineers under control of this Department are hereby instructed to get tagged by the head of the Department (P&RD) instead of the D.M if they were not tagged by the head of the department (P&RD). They are also instructed to make available correct service particulars in HRMS as follows:


1	Name of the Post	Junior Engineer( Civil)
2	Cadre	West Bengal Subordinate Service of Engineer(Civil)
3	Parent Department	P&RD Department
4	Admin Department	L&LR Department in case of posting in Block Office and P&RD Department in case of posting in Zilla Parishad
5	Tagging Authority	Head of the Department.

Sd/- D. Bhattacharyya  
Additional Secretary  
to the Government of West Bengal

No. 5430/1(47)-P&RD/O/13E-61/2021

Dated-12.11.21

1-23) The A.D.M & A.E.O -----Zilla Parishad/SMP  
24-46) The D.P.R.D.O \_\_\_\_\_ (all)  
[ He/She is requested to circulate it among the all B.D.O. Offices in his/her district]  
47) The A.I.O, of this Department [ For uploading it in the departmental website]

  
Additional Secretary  
to the Government of West Bengal

12-11-2021