

GOVERNMENT OF WEST BEBGAL  
PUBLIC HEALTH ENGINEERING DIRECTORATE  
1, K.S. ROY ROAD: 7<sup>TH</sup> FLOOR: KOLKATA-1.

Memo No. 12829-898/5/Y/17

Dated, Kolkata, the 31-10- 2017.

To : 1. The Superintending Engineer,  
\_\_\_\_\_ Circle, P.H.E. Dte.

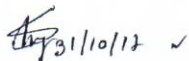
2. The Executive Engineer,  
\_\_\_\_\_ Division, P.H.E. Dte.

Sub : Option form for Annual Rotation Transfer of Head Clerk in the Regional Offices under P.H.E. Dte. for the year 2017-18.

In enclosing a copy of Format regarding above mentioned subject matter it is to request him to circulate the format to each and every Head Clerk under his jurisdiction, who has completed/will complete 3(Three) years or more service in the present place of his posting on or before March, 2018.

- The Option form duly filled in by the Head Clerk should reach this Headquarters office through proper channel on or before 30.11.2017 positively.
- The Superintending Engineer will furnish a list of Head Clerk under their jurisdiction, who have completed/will complete 3 (Three) years or more service on or before March, 2018 at the same place of posting including the office bearers of the Associations mentioning specifically how long they are holding the such posts.
- The incumbents, who will retire on superannuation by 31.03.2020 should also submit their option through proper channel.
- The Superintending Engineers and the Executive Engineers will please appreciate that unless option Forms are received by the Headquarters Office in time, it will become difficult on their part to release the incumbents after issuance of transfer order from this end.
- Those who will not exercise any option will be transferred anywhere within West Bengal without assigning any reason.

Enclo : As stated.

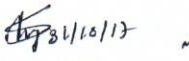
  
CHIEF ENGINEER  
(MECH./ELECT.) SOUTHERN ZONE  
P. H. ENGG. DTE.

Memo No. 12829-898/5/Y/17 (1-7)

Dated, Kolkata, the 31-10- 2017.

Copy along with a copy of enclosure forwarded for information to :-

- The Chief Engineer, Headquarters/Western Zone/(Planning & W.Q.M.), P.H.E. Dte.
- The Administrative Officer, General, P.H.E. Dte. (H.Q.).
- The Head Assistant, Establishment, P.H.E. Dte. (H.Q.).
- Sri G. Sardar, U.D.A., P.H.E. Dte. (H.Q.).
- P.H.E. Website.

  
CHIEF ENGINEER  
(MECH./ELECT.) SOUTHERN ZONE  
P. H. ENGG. DTE.

MD./26.10.17.



PUBLIC HEALTH ENGINEERING DIRECTORATE  
OPTION FORM FOR ANNUAL ROTATIONAL TRANSFER OF  
 HEAD CLERK IN THE REGIONAL OFFICES FOR THE YEAR-2017

- a. Name of Head Clerk :
- b. Present Places of Posting (Mentioning Office) :
- c. Date of Present Places of Posting with permanent residential address. :
- d. Previous place of posting (mentioning office) in 5 years preceding to the present posting :

SL. No.	Form (Date)	To (Date)	Place of Posting	Headquarters
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- e. Option for choice of 5 (five) places of Posting in order of preference two of the Options must be outside of the present Circle of District, Otherwise Option will be treated as cancelled
- i) :
- ii) :
- iii) :
- iv) :
- v) :
- f. Whether his/her wife/husband is a Govt. Employee :
- g. If so, give the full address of the Place of Posting of His/her wife/husband. :
- h. Whether he/she is an elected President, General Secretary, Joint Secretary or Treasurer of Staff Association/Union Down to the Sub-Divisional Level, if so submit documentary papers from his/her Associations with tenure of office. :
- i. Whether he/she is going to retire with 31.03.2020 :
- i) If so, mention the date of retirement.
- ii) Mention the place of posting preferred From where he/she intends to retire.

Date \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF HEAD CLERK

Submitted to \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF HEAD CLERK

On \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF HEAD CLERK

Contd.....P/2.

Advance copy forwarded to :-

- i) The Chief Engineer, \_\_\_\_\_, P.H.E. Dte.
- ii) The Superintending Engineer, \_\_\_\_\_ Circle, P.H.E. Dte.

Comments of Controlling Officer, if any:

\_\_\_\_\_  
SIGNATURE OF CONTROLLING OFFICER

Date :

NOTE:

The above advance copy of this Form duly fill-in by the Head Clerk must reach to the office of the Chief Engineer (Headquarters), P.H.E. Dte. by 30.11.2017 positively, otherwise the Head Clerk having 3 (three) years of posting in a particular place may be transferred to post anywhere in the State in the interest of Public Service. Incomplete option will be treated as cancelled, so the incumbent may be transferred any where in West Bengal.