

Higher Education Department
Office of the Director of Technical Education
BikashBhawan(10th floor), Salt Lake, Kolkata-700091
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No. 107(9)-(T)

Date: 06.02.2025

From: The Director of Technical Education, West Bengal

To

- 1) The Principal,
Jalpaiguri Govt. Engineering College,
Jalpaiguri. P.O. & Dist- Jalpaiguri.
Pin-735102.
- 2) The Principal
Kalyani Govt. Engineering College,
Kalyani, P.O.- Kalyani, Dist.-Nadia. Pin-741235.
- 3) The Principal
Ramkrishna Mahato Govt. Engineering College,
Purulia, Vill-Agharpur, P.O.- Ramamoti, Block-joypur, Dist.-Purulia. Pin-723102.
- 4) The Principal
Coochbehar Govt. Engineering College, Coochbehar, Vill-Harinchawra, P.O. -Ghugumari,
Dist.-Coochbehar. Pin-736170.
- 5) The Officer-in-Charge,
Govt. College of Engineering & Textile Technology, Serampore, P.O.- Serampore, Dist.-Hooghly. Pin-
712201.
- 6) The Principal
Govt. College of Engineering & Ceramic Technology, Kolkata, 73, A.C. Banerjee Lane, Kolkata-700010.
- 7) The Officer-in-Charge
Govt. College of Engineering & Leather Technology, Kolkata. Block-LB/11, Sector-III, Salt Lake, Kolkata-
700106.
- 8) The Officer-in-Charge,
Govt. College of Engineering & Textile Technology, Berhampore, P.O. -Berhampore, Dist.- Murshidabad.
Pin-742101.
- 9) The Officer-in-Charge
Alipurduar Government Engineering & Management College
Vill. Chepani P.O. Bakla School Danga
Alipurduar, Pin-736206

Sub: Forwarding of Memo No.50-PAR (AR)/O/1P-3/2016 Dated.16.01.2025 issued by the Chief Secretary to the Govt. of W.B.

Sir,

Enclosed please find herewith the copy of the Memo No.50-PAR (AR)/O/1P-3/2016 Dated.16.01.2025 regarding note to the successor on transfer or on superannuation. The said order speaks for itself. It is requested to act accordingly.

Thanking you,

yours faithfully,

Director of Technical Education
West Bengal



Government of West Bengal
Personnel & Administrative Reforms Department
Administrative Reforms Cell
Nabanna, 7th Floor, Room no-706,
325, Sarat Chatterjee Road, Howrah-711102.

Memo No. 50-PAR (AR)/O/IP-3/2016

Dated 15/01/2025

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From : The Chief Secretary to the Government of West Bengal
To : 1. The Additional Chief Secretary/ Principal Secretary/ Secretary (All Depts.)
2. The Director General of Police & IGP, West Bengal
3. The District Magistrates and Collectors (All)

Subject: Note to Successor on transfer or on superannuation

Madam/ Sir,

Kindly recall the discussions in the Administrative Review Meeting held on 2nd January, 2025 at Nabanna Sabahagar, on the subject above. In continuation of the previous Notification No. 563-PAR (AR)/O/IP-3/2016 dated 13th June, 2016 and No. 939-PAR (AR)/O/IP-3/2016 dated 21st November 2016, your attention is drawn once again on the importance of **Note to Successor**.

During the tenure of an officer in an assignment, many critical works are either initiated or remain in progress. At the time of the officer's transfer or superannuation it is essential to document key information for the successor to ensure continuity and uninterrupted progress of such important works. This is where the importance of a "**Note to Successor**" comes into play.

All officers moving out on transfer or superannuation are encouraged to prepare a comprehensive 'Note to Successor', outlining the following:

- i) **Priorities and Goals:** Important priorities and strategic objectives that require attention.
- ii) **Ongoing Tasks:** Brief details of critical works currently underway.
- iii) **Initiatives Undertaken:** Key initiatives introduced during the tenure, their progress, and future action plans.
- iv) **Pending actions:** Files/ documents/notes that require immediate attention and prompt action.

This note will facilitate continuity in governance and service delivery, enabling seamless advancement of the government priorities and ensure that ongoing efforts are not disrupted. It is an essential practice to ensure smooth transitions maintaining the momentum of progress.

You are requested to please ensure that henceforth, this practice is followed by all the Heads of-offices, Departments, Directorates, Parastatals, Organizations and Establishments including those at the field level.

A copy of each such Note to Successor should be sent to the office of the Chief Secretary for record.

Yours sincerely

(Manoj Pant)
Chief Secretary