

Government of West Bengal
Finance Department
eGovernance Group,
NABANNA, Howrah – 711102

Memo. No. 1786-F(eGov)

Date: 21/05/2026

MEMORANDUM

Sub: Extension of the period for submission/evaluation of online Self-Appraisal Report for the Appraisal Year 2024-25

In view of requests received from the different departments, the last date for submission/evaluation of online SAR in HRMS Module of WBIFMS, for the Appraisal Year 2024-25 has been extended in the below mentioned manner:

| Type of Officer | Last date of submission/evaluation of SAR extended up to |
|-----------------------|--|
| Officer Reported Upon | 30/05/2026 |
| Reporting Officer | 15/06/2026 |
| Reviewing Officer | 30/06/2026 |
| Accepting Officer | 15/07/2026 |

This will have an immediate effect.


Special Secretary to the
Government of West Bengal

No. 1786-F(eGov)...../(22)

Date: 21/05/2026

Copy forwarded for information and necessary action to: -

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The Senior PS to the Chief Secretary to the Government of West Bengal.
5. The Senior PS to the Additional Chief Secretary, Finance Department to the Government of West Bengal.
6. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
7. The Additional Chief Secretary/Principal Secretary/Secretary,
..... Department, Government of West Bengal.
8. The Secretary, Finance (Audit) Department, Government of West Bengal.
9. The Commissioner, Division.
10. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
11. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
12. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
13. The Director
14. The District Magistrate/District Judge/Superintendent of Police,.....
15. The Sub-Divisional Officer,
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
19. The Treasury Officer,
20. The Group/..... Branch, Finance Department


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