

**Government of West Bengal
Finance Department
Audit Branch, WBA&AS Cell
Writers' Buildings, Kolkata-700001**

No. 2438 – F(Y)/WB

Dated: 17.04.2015

MEMORANDUM

**Sub : Self Appraisal Report cum Annual Confidential Report of
Officers of West Bengal Audit & Accounts Service cadre**

In continuation and partial modification of the Memo No. 3939 - F Dated 17th May 2007, regarding **Self Appraisal Report cum Annual Confidential Report** of Officers of West Bengal Audit & Accounts Service Cadre **the para no. 1 (e)** of the said Memo viz.-

“ After recording comments in part –IV , the Reviewing Officer shall transmit the Self Appraisal Report cum Annual Confidential Report to the next Higher Authority, i.e. the Accepting Officer by 31st July next. In case where the Reviewing Officer is also the Accepting Officer, the Report shall be sent to Finance Department by 31st July next. In case of WBA&AS Officers, the Principal Secretary, Finance Department will be invariably the Accepting Officer.”

Shall be read as –

“ After recording comments in part –IV , the Reviewing Officer shall transmit the Self Appraisal Report cum Annual Confidential Report to the next Higher Authority, i.e. the Accepting Officer by 31st July next. In case where the Reporting Officer is also the Reviewing Officer or where the Reviewing Officer has been dispensed with, the Report shall be sent to Audit Branch, WBA&AS Cell , Finance Department by 31st July next.

The Accepting Officer in all cases, shall be as mentioned below -

- i. Principal Secretary, Finance Department for the Officers belonging to scale no. 18 & 19 (pre-revised ROPA , 1998) and above, and**
- ii. Secretary / Additional / Special Secretary in charge of Group ‘T’ (Establishment Cell) of Audit Branch for the Officers belonging to scale no. 16 & 17 (pre-revised ROPA , 1998)”**

This will take effect in respect of all such Self Appraisal Reports cum Annual Confidential Reports which have not yet been placed to Principal Secretary, Finance Department for Acceptance.


(H K Dwivedi)
Principal Secretary

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