

**Government of West Bengal**  
**Finance Department**  
**(Audit Branch)**  
**Nabanna, Howrah- 711 102**

No. 2748-F(P<sub>2</sub>)

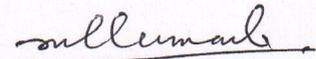
Dated 27<sup>th</sup> April, 2018

**Subject: Introduction of online system of Self Appraisal Report in respect of  
Group-A employees of Government of West Bengal**

MEMORANDUM

The introduction of an online system for management of Self Appraisal Reports (SAR) in respect of all Group-A employees of the State Government has been under active consideration since some time past.

2. Now the Governor in supersession of all previous orders of the State Government is pleased to decide that there shall be a uniform format of SAR for all Group-A employees of the State Government starting from the Appraisal Year 2017-18.
3. The online SAR for the Appraisal Year 2017-18 for all Group-A employees of the State Government shall be available for submission in HRMS from 1<sup>st</sup> June, 2018 onwards. The period of online submission of the SAR to respective Reporting Officers shall be up to 31<sup>st</sup> July, 2018.
4. All Departments are hereby informed to accept only online SARs of Group-A employees through Self Appraisal Sub-Module of HRMS from Appraisal Year 2017-18 onwards. However, the Annual Confidential Reports/Self Appraisal Reports pertaining to the period up to Appraisal Year 2016-17 may continue to be accepted in the existing manner. Also, in case the ACR/SAR for a part of the Appraisal Year 2017-18 has already been submitted by the Officer Reported Upon then that ACR/SAR may be accepted by the Accepting Authority and a copy of the ACR/SAR may thereafter be scanned & uploaded online in the Self Appraisal Sub-Module of HRMS by the Custodian in due course of time.
5. The Guidelines detailing the modalities for submission of online SAR will be issued shortly.



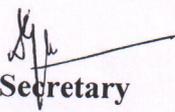
**(Malay Kumar De)**  
**Chief Secretary**

o. 2748/1(100)-F(P2)

Dated 27<sup>th</sup> April, 2018

Copy forwarded for information and necessary action to the:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_.
8. Director, \_\_\_\_\_  
\_\_\_\_\_.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_.
11. Sub-Divisional Officer, \_\_\_\_\_.
12. Block Development Officer, \_\_\_\_\_.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_.
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
**Special Secretary**  
to the Government of West Bengal,  
Finance Department