

Government of West Bengal
Finance Department
Audit Branch
NABANNA,Howrah-711102

Memo No. 3695-F(Y)

Dated 2nd July, 2019

MEMORANDUM


Sub: Extension of period for filling / recording comments in the SAR in HRMS for the Appraisal Year 2018-19

In partial modification of Memo No. 2568-F(Y) Dated 29th April 2019, the last dates for submission of SAR in HRMS for the Appraisal Year 2018-19 by the Officer Reported upon to the Reporting Authority and subsequently for recording of comments of Reporting, Reviewing and Accepting Authorities are extended as follows:

Name	Extended last date for filling/ recording comments in the SAR
Officer Reported Upon	15 th July,2019
Reporting Authority	15 th October,2019
Reviewing Authority	15 th December,2019
Accepting Authority	15 th March,2020

2 The concerned Cadre Controlling Authorities are requested to immediately complete any remaining activities in the Online SAR sub-Module of HRMS.

3 The SAR Nodal Officers are requested to complete the process of tagging of concerned Group-A Officers immediately and approve the chain of SAR flow in the system to specify the reporting channel of all Group-A Officers Reported Upon tagged with them, so that the SAR may be submitted by all Group-A Officers to their respective Reporting Officers within 15th July, 2019.


Joint Secretary to the
Government of West Bengal

No.3695-F(Y)

Dated, the 2nd July, 2019

Copy forwarded for information and necessary action to:

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, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary/Principal Secretary/Secretary, _____
Department.
5. Financial Advisor, _____ Department.
6. Commissioner, _____ Division, _____

7. Director, _____

8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police _____

10. Sub-Divisional Officer, _____
11. Block Development Officer, _____
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, _____

16. Group ____ / _____ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Deputy Secretary to the
Government of West Bengal