

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

Memo No. 4002-F(Y)

Dated 15th July, 2019

MEMORANDUM

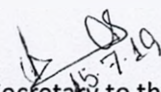
Sub: Extension of period for submission of SAR by Officer Reported Upon in HRMS for the Appraisal Year 2018-19

In partial modification of Memo No. 3695-F(Y) Dated 2nd July 2019, the last date for submission of SAR in HRMS for the Appraisal Year 2018-19 by the Officer Reported upon to the Reporting Authority is extended as follows:

Name	Extended last date for submission of SAR in HRMS
Officer Reported Upon	22 nd July, 2019

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 22nd July, 2019.


Joint Secretary to the
Government of West Bengal

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. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Commissioner, _____ Division, _____
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Commissioner of Police / 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, 1st 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.


Deputy Secretary to the
Government of West Bengal