

Government of West Bengal  
Finance Department  
e-Governance Group, NABANNA, Howrah – 711102

Memo. No.-415/F(e-GOV)

Dated 05<sup>th</sup> February, 2026

**Subject: Extension of Last Date for Evaluation of Online Self-Appraisal Report by the Accepting Officer**

In view of the requests received from various Accepting Authorities seeking extension of the last date for processing the Self-Appraisal Report (SAR), the Governor has been pleased to extend the deadline for accepting the online Self-Appraisal Reports (SAR) by the Accepting Officers by a further period of fifteen (15) days only.

 5.2.26

Special Secretary to the  
Government of West Bengal

Memo No. 415-F(e-GOV)/ (22)

Date: 05/02/2026

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 PA to the Chief Secretary to the Government of West Bengal.
5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-1.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-1.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
8. The Additional Chief Secretary/Principal Secretary/Secretary,  
..... Department, Government of West Bengal.
9. The Secretary, Finance (Audit) Department, Government of West Bengal.
10. The Commissioner, Division.
11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
13. The Department/Directorate.
14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
15. The Director.
16. The District Magistrate/District Judge/Superintendent of Police,
17. The Sub-Divisional Officer.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-1, Hyde Lane, Kol-12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -111, SUVANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer.....
22. The Group ...../. .....Branch, Finance Department



Special Secretary to the  
Government of West Bengal