

Memo. No. 51-F(Y)

Date: 6<sup>th</sup> Jan, 2021

**MEMORANDUM**

**Sub: Extension of the period for submission and evaluation of online SAR by Officer Reported Upon and Reporting Authority respectively in HRMS for the Appraisal Year 2019-20.**

In partial modification of memo. no. 2082-F(Y) dated 30<sup>th</sup> June, 2020 and 2635-F(Y) dated 10<sup>th</sup> Sep, 2020 the last date for submission of online SAR by "Officer Reported Upon" and forwarding after grading and evaluation of the online SAR in HRMS by "Reporting Authority" for the appraisal year 2019-20 is extended as follows:-

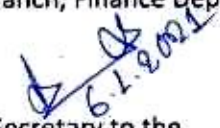
Description	Extended last date for submission/evaluation and grading of online SAR
Officer Reported Upon	31 <sup>st</sup> January, 2021
Reporting Authority	15 <sup>th</sup> March, 2021

The last date for evaluation/ grading and acceptance of online SAR by Reviewing Authority and Accepting Authority respectively shall remain unchanged as per G.O. No. 2635-F(Y) dated 10<sup>th</sup> Sep, 2020.

  
Joint Secretary to the  
Government of West Bengal

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, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
6. The Additional Chief Secretary/Principal Secretary/Secretary,  
..... Department, Government of West Bengal.
7. The Secretary, Finance (Audit) Department, Government of West Bengal
8. The Commissioner, ..... Division,
9. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
10. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
11. The .....Department / Directorate  
.....
12. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
13. The Director .....
14. The District Magistrate / District Judge / Superintendent of Police,  
.....
15. The Sub-Divisional Officer, .....
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
19. The Treasury Officer, .....
20. The Group ...../..... Branch, Finance Department

  
 Joint Secretary to the  
 Government of West Bengal