

Government of West Bengal  
Finance Department  
eGovernance Group,  
NABANNA, Howrah – 711102

Memo. No.5156-F(eGOV)

Date: 26/12/2024

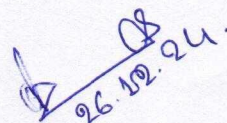
**MEMORANDUM**

**Sub:** Extension of the last date for evaluation of online Self-Appraisal Report (SAR) as well as for submission of the same by the Officer Reported Upon for the appraisal years from 2018-19 to 2023-24

In view of repeated requests received from different Departments, the Governor has been pleased to extend the period of submission/evaluation of online Self Appraisal Report (SAR) in HRMS for the appraisal years from 2018-19 to 2023-24 as per below mentioned table -

Type of Officer	Last date of evaluation of SAR extended up to
Officer Reported Upon	10/01/2025
Reporting Officer	17/01/2025
Reviewing Officer	27/01/2025
Accepting Officer	31/01/2025

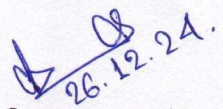
All the Departmental Authorities are hereby requested to take necessary initiative so that the information as regards extension of the date of submission/evaluation of SARs especially by the "Officer Reported Upon" in order to enable the concerned Officials to submit their pending SARs within the above mentioned period. It is to be noted that this being the last such occasion where the timeline for the "Officer Reported Upon" is being extended, no further request in this regard would be entertained in future.

  
26.12.24.

Special 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 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-I.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-I.
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 SumitMitra, 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-I, Hyde Lane, Kol-12.
20. 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.
21. The Treasury Officer, .....
22. The Group ...../..... Branch, Finance Department

  
Special Secretary to the  
Government of West Bengal