

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

Memo. No.5175-F (E-Gov.)

Dated 22nd December, 2022

MEMORANDUM

In view of inability of some Gr. A Officers to process Self Appraisal Report (SAR) in due time and the repeated requests received from different Departments for extension of the last date of evaluation of the Self Appraisal Report (SAR) of the Group A Officers of the Government of West Bengal, the last dates for evaluation of SAR for the **Appraisal Years 2018-19,2019-20,2020-21 and 2021-22** are extended in partial modification of the Memo No. 3843-F(Y)dated 15/09/2022 as below:

Type of Officer	Last date of submission of SAR extended up to
Officer Reported Upon	No change
Reporting Officer	31st January, 2023
Reviewing Officer	28th February, 2023
Accepting Officer	31st March, 2023

All the Departments and Cadre Controlling Authorities are requested to take appropriate measures to ensure that all the pending SARs are processed within this extended time period to avoid facing difficulty in future.

This Order will take immediate effect.


Joint Secretary to the
Government of West Bengal

No. 5175-(E-Gov.)/..... (18)

Dated 22nd December, 2022

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-1, 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.....
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14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-1.
15. The Director
16. The District Magistrate/District Judge/Superintendent of Police,.....
17. The Sub-Divisional Officer,
18. The Group/..... Branch, Finance Department


Joint Secretary to the
Government of West Bengal