

**Government of West Bengal
Finance Department
Audit Branch**

No. 5683 - F(Y)/WB

Kolkata, the 18th November 2015

Sub : Revision of Reporting, Reviewing and Accepting Authorities for Self Appraisal Report (SAR) of WBA&AS Officers & Issue of guidelines thereof.

MEMORANDUM

'Self Appraisal Report' was introduced by Finance Department for the officers belonging to the cadre of West Bengal Audit & Accounts Service with effect from Reporting Year 2007-2008 vide Memorandum No.3939-F, dated 17th May, 2007. Since then number of posts borne in the cadre of West Bengal Audit & Accounts Service have increased manifold and several new types of posts have been created. Significant changes have also taken place in the field of financial administration of the government with the introduction of Financial Advisor system in all departments. Consequently, officers belonging to West Bengal Audit & Accounts Service have been posted as Financial Advisor, Deputy Financial Advisor & Accounts Officer in different departmental clusters.

After careful consideration of the matter the following **revised guidelines** are being issued in partial modification of earlier guidelines issued by this department from time to time for necessary compliance herein after:

1. Self Appraisal Reports shall be drawn up separately for each Reporting Year beginning on 1st April and ending on 31st March of next year. When more than one Self Appraisal Reports are drawn on an Officer during the course of a Reporting Year, each Self Appraisal Reports shall indicate the period to which it relates.
2. The Officer Reported upon shall fill in the personal data in Part – I A & Part-II of the Specified format with his / her full signature and the post(s) held by him / her during the period under report and submit the Self Appraisal Report to the Reporting Officer within one month from the close of the Reporting Year i.e., **by the 30th April without fail** under intimation to WBA&AS Cell of Group T, Finance

Department. Officer concerned shall also make an online entry in the SRMS Portal of WBA&AS Officers in respect of submission of SAR to Reporting Officer for which separate guidelines will be issued later on.

3. The officer reported upon shall get the “Appraisal of Attendance” (Part-I B) prepared and signed by the Officer-in-Charge of Establishment Section of the Office / Head of Office or any other officer authorized by Head of the Office for maintaining the attendance in the office or by Reporting Officer himself.
4. Name of the officer reported upon in the Self Appraisal Reports is often written in abbreviated form instead of showing the **full name**. In such cases, it becomes difficult to identify the Officer and to place the Self Appraisal Report in the appropriate folder, resulting in mixing up with Self Appraisal Reports of other officers having the same abbreviated name. **Therefore, full name along with appropriate Designation of the officer reported upon must be mentioned clearly in the Self Appraisal Report.**
5. The officer reported upon shall have to state brief and specific description of duties as has been allotted to him / her by the Head of Office in Para 1 of Part -II. Ideally this should be in bullet form not exceeding 100 words. **The Achievements in Para 2 of Part-II shall be specific and objective in nature and not general comments. Comparative figures** with respect to last year or Year-on-Year basis may be mentioned. **Achievements should be quantified to the best possible extent. Any special initiative, achievement or performance should be mentioned with specific details.**
6. In terms of Finance Department Memo No. 9135-F dt. 10-09.2002, the WBA&AS Officers will also additionally have to score 70% on attendance to become eligible for appointment in higher pay scales, both functional and non-functional and marking on attendance in their cases shall be as per the format prescribed in Finance Department’s aforesaid Memorandum dated 10-09-2002. “Appraisal of Attendance” (Part-I B) shall be prepared and signed by the Officer-in-Charge of Establishment Section of the Office / Head of Office or any other officer authorized by Head of the Office for maintaining the attendance in the office or by Reporting Officer himself.
7. The Govt. has specified the designation of the Reporting Officer, Reviewing Officer and Accepting Authority in respect of all the Officers Reported upon as per **enclosed Schedule.**

8. Part - III requires the Reporting Authority to comment on Part - II as filled up by the officer reported upon, and specifically state whether he / she agrees with the responses in relation to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

9. INTEGRITY

The following instructions are issued in regard to filling the column on “Integrity”:

a) Supervisory Officers should maintain a confidential diary in which instances creating suspicion about the integrity of an officer reported upon should be noted from time to time and the actions to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Vigilance Commission. At the time of recording the Confidential Report, this diary should be consulted and the material in it to be utilised for filling in the column on “integrity”.

b) If some adverse material is recorded in the column specified for “integrity” then the Confidential Report should accompany evidence of the adverse comments.

c) The column of “integrity” should not be filled up by the remarks “Average” or “Below Average” since they are of ambiguous nature and said column also should not be left blank.

10. **The Reporting Officer shall record his views in Part-III of the specified format and transmit the same to the Reviewing Officer by the 30th May next, preserving a photocopy at his end. Reporting Officers shall make a pen picture of the qualities and personality of the officer reported upon in Point no. [C] 3 of Part-III. Reporting Officer is required to state at Point No.4 under Para (C) of Part III (Annexure- I) whether he agrees with the “Appraisal of Attendance” of the officer concerned as noted in the (Part-I B). In Point No. C (5) **Overall Grading covering all aspects of performance of the officer reported upon shall be recorded under “Overall Grading” amongst ‘Outstanding’, ‘Very Good’, ‘Good’, ‘Average’, and ‘Below Average’.****

11. After recording comments in Part-IV, the **Reviewing Officer** shall transmit the Confidential Reports to the Secretary / Special Secretary, Group – T, (WBA&AS Cell), Finance Department by 30th June next for placing it to the Accepting Authority.

12. In case, where the Reviewing Officer is also the Accepting Officer, the Confidential Report shall be sent to the Secretary / Special Secretary, Group – T (WBA&AS Cell), Finance Department by 30th June next.
13. In case of all the WBA&AS officers, **Accepting Officer** of Confidential Report will be as under:
 - a) Principal Secretary, Finance Department will be Accepting Officer for the Officers belonging to scale no. 18 & 19 (Pre-revised ROPA'98) ,and
 - b) Secretary / Additional / Special Secretary in charge of Group 'T' (WBA&AS Cell) of Audit Branch will be Accepting Officer for the Officers belonging to scale no. 16 & 17 (Pre-revised ROPA'98).
14. The Group – T (WBA&AS Cell), Finance Department shall be the custodian of the Confidential Reports and shall record and review the status of Confidential Reports of all service members in order to ensure acceptance of same by the Finance Department within 31st July next.
15. Within a Reporting Year a Confidential Report may be drawn for fractional period when either the Reporting Officer or the Officer Reported Upon relinquishes the charge of the post. In both occasions the Officer Reported upon shall fill in the data & submit the Report to the Reporting Officer at the time of relinquishment of the charge of the post or immediately thereafter.
 - a. Where the Reporting Authority has seen but the Reviewing Authority has not seen the performance of the officer reported upon for at least three (03) months during the period for which Confidential Report is to be written the Reporting Authority shall write the Confidential Report of any such officer and forward it to Reviewing Authority. Reviewing Authority shall make a note to that effect along with his observations before passing it to next higher authority for acceptance.
 - b. Where the Reporting Authority has not seen but the Reviewing Authority has seen the performance of the officer reported upon for at least three (03) months during the period for which Confidential Report is to be written the Reviewing Authority shall write the Confidential Report of any such officer for any such period.
 - c. Where neither the Reporting Authority nor the Reviewing Authority have seen the performance of an officer for at least three (03) months during the period for which Confidential Report is to be written and / or when the Confidential Report of any officer is found to have not been initiated / countersigned for

particular year (s) and the respective officers mentioned as authorities are not available at the present place, the existing officers will initiate (report) / countersign (review) the Confidential Report of the concerned officer on the basis of the performance and other available records.

- d. An Officer shall not be competent to report or countersign the Confidential Reports of an officer Reported upon after one month of the retirement from Govt. Service or, in other cases, demission of office.
- e. If the Confidential Reports of any officer for some past year(s) are not available either in the Finance Department or in the office where he worked, Finance Department may call for “**Report on Performance**” of the concerned officer during the period under reference from the existing authorities in order to enable the Special Secretary / Secretary (Group-‘T’) to initiate the Confidential Report(s) of such officer(s) and place before the Secretary / Pr. Secretary, Finance Department for acceptance irrespective of scale of officer.

16. COMMUNICATION OF ADVERSE/CRITICAL REMARKS :

- a. Any remarks in the Confidential Report of an Officer Reported upon, which in the opinion of the Government is adverse or critical or “Below Average” should be communicated to the officer in writing by the Government within three months of receipt of the Confidential Report and a note to this effect should be recorded in the Confidential Report files.
- b. An Officer may represent to the Government against the adverse remarks so communicated within three months of the date of its receipt by him/her or within such other extended date as the Government may allow.
- c. The Government after consulting the Reporting Officer or the Reviewing Officer as may be necessary consider the representation and pass order on it as early as possible, either:
 - i) Rejecting the representation; or
 - ii) Toning down or substituting the remarks; or
 - iii) Expunging the remarks.
- d. The Order passed by the Govt. shall be final and the officer should be suitable informed. The necessary change in the Confidential Report should be effected under attestation by the proper authority.

- e. Remarks recorded by an officer in the Confidential Report should prevail unless it is contradicted by any of the Higher Authorities to whom it is required to be submitted or modified under Para 16 (c) above.
17. A Revised Format of CONFIDENTIAL REPORT for WBA&AS officers is also enclosed.
18. This order will take effect from **Reporting Year 2015-2016**.

These instructions are brought to the notice of all Administrative Departments including all Divisional Commissioners and District Magistrates for proper circulation, to all Heads of Directorate, Regional Officers and Public Sector undertakings / Autonomous Bodies, etc. as well as Sub-Divisional officers for compliance and guideline.

Sd/=
H K Dwivedi
Principal Secretary

Copy forwarded for information & necessary action to:

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata 700 001.
2. The Additional Chief Secretary / Principal Secretary / Secretary
..... Department.
3. The Commissioner,
4. The Director of Treasuries & Accounts, West Bengal, New India Assurance Building,2nd &
3rd Floor.4,Lyons Range, Kolkata 700 001.
5. The Secretary, Public Service Commission, West Bengal, 161A, S.P. Mukherjee Road,
Kolkata 700 016.
6. The Director,
7. The District Magistrate/Judge,
8. The Principal Accounts Officer & E.O. Joint Secretary, Finance(Budget) Department – He
is requested to upload this notification on the website of this department at the earliest.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,81/2/2/,Phears Lane,
Kolkata 700 012.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata
700 013.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, 1B Market, Sector -III
Kolkata 700 106.
12. The Sub Divisional Officer,
13. The Treasury Officer,.....
14. The.....
15. The Superintendent of Police,.....

Deputy Secretary to the
Government of West Bengal.

Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
1	All Departments	Directorate/ Commissionerate			1.Assistant Director/Commissioner 2.Deputy Director/Commissioner 3.Joint Director/Commissioner. 4.Additional Director/Commissioner. 5.Chief Accounts Officer. 6.Controller of Finance & CAO 7.Finance/Accounts Officer	Director / Commissioner	Secretary / Principal Secretary
2	Animal Resouces Development	Directorate	Directorate of Dairy Development		Assistant/Deputy Milk Commissioner	Joint Milk Commissioner	Milk Commissioner
3	Animal Resouces Development	Directorate	Directorate of Dairy Development	Dairy Farm / State Dairy	Assistant Milk Commissioner/Accounts Officer	Joint Milk Commissioner	Milk Commissioner
4	Animal Resouces Development	Directorate	Directorate of Animal Resources & Animal Health	Fodder /Livestock /Poultry Farm	Assistant Director	Joint Director	Director
5	Animal Resouces Development		World Food Programme 618		Accounts Officer	Director	Joint / Special Secretary
6	Animal Resouces Development	Autonomus Body	West Bengal University of Animal & Fisheries Science		Finance Officer	Vice-Chancellor	Secretary / Principal Secretary
7	Animal Resouces Development	Autonomus Body	West Bengal University of Animal & Fisheries Science		Assistant Finance Officer	Finance Officer	Vice-Chancellor
8	Civil Defence	Department			Accounts Officer,NCC	Secretary / Principal Secretary	Dispensed with
9	Commerce & Industries	Department		Registrar of Firms,Societies & Non Trading Corporation	Registrar	Special/Additional Secretary / Secretary	Principal Secretary
10	Commerce & Industries	Department		Registrar of Firms,Societies & Non Trading Corporation	Additional Registrar	Registrar	Principal Secretary
11	Commerce & Industries	Department		West Bengal Government Press	Accounts Officer	Controller of Printing	Secretary/Principal Secretary
12	Consumer Affairs	Department			Accounts Officer	Joint/Special Secretary	Secretary/Principal Secretary
13	Consumer Affairs			Controller of Legal Metrology	Accounts Officer	Controller	Secretary/Principal Secretary
14	Cooperation	Autonomus Body	West Bengal State Cooperative Union		Accounts Officer	Chairman	Secretary/Principal Secretary
15	Cooperation	Autonomus Body	West Bengal State Cooperative Marketing Federation Limited(BENFED)		Chief Audit & Accounts Officer	Chairman	Secretary/Principal Secretary
16	Disaster Management	State Project Implementation Unit	National Cyclone Risk Mitigation Project(Phase III)		Finance Officer	Project Director	Dispensed with

**Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service**

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
17	Environment	Autonomus Body	West Bengal Pollution Control Board		Accounts Officer	Member Secretary	Chairman
18	Finance	Department			Financial Adviser	Principal Secretary of Salary Drawing Department	Dispensed with
19	Finance	Department			Deputy Financial Adviser	Financial Advisor	Principal Secretary of Salary Drawing Department
20	Finance	Department			Accounts Officer (FA SET UP)	Financial Advisor	Principal Secretary of Salary Drawing Department
21	Finance	Department			Principal Accounts Officer & E.O. Joint /Deputy Secretary, Finance (Budget)	Secretary/Principal Secretary	Dispensed with
22	Finance	Department			Senior System Analyst & E.O. Joint/Deputy Secretary,Finance (Budget), DPC	Secretary/Principal Secretary	Dispensed with
23	Finance	Department			Chief Audit Officer & E.O Deputy/Joint Secretary	Secretary/Principal Secretary	Dispensed with
24	Finance	Department			Audit Officer & E.O Assistant/Deputy Secretary	Joint Secretary	Dispensed with
25	Finance	Department			Accounts Officer & DDO,Medical Cell	Joint Secretary	Dispensed with
26	Finance	Department			Leave Reserve & Trainee Reserve	Special Secretary/Secretary	Dispensed with
27	Finance	Statutory Body	Commercial Taxes Appellate & Revision Board		Accounts Member	President(WBCTARB)	Dispensed with
28	Finance	Autonomus Body	Public Service Commission,West Bengal		Accounts Officer	Secretary	Chairman
29	Finance	Directorate	Directorate of Treasuries & Accounts	Kolkata Pay & Accounts Office I,II,III	Pay & Accounts Officer	Director of Treasuries & Accounts	Dispensed with
30	Finance	Directorate	Directorate of Treasuries & Accounts	Kolkata Pay & Accounts Office I,II,III	Additional Pay & Accounts Officer	Pay & Accounts Officer	Director of Treasuries & Accounts
31	Finance	Directorate	Directorate of Treasuries & Accounts	Pay & Accounts Office,New Delhi	Pay & Accounts Officer	Resident Commissioner	Dispensed with
32	Finance	Directorate	Directorate of Treasuries & Accounts	Pay & Accounts Office,New Delhi	Additional Pay & Accounts Officer	Pay & Accounts Officer	Resident Commissioner
33	Finance	Directorate	Directorate of Treasuries & Accounts	District Treasuries	Treasury Officer	District Magistrate & Collector	Divisional Commissioner
34	Finance	Directorate	Directorate of Treasuries & Accounts	Sub Divisional Treasuries	Treasury Officer	Sub Divisional Officer	District Magistrate & Collector

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Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
35	Finance	Directorate	Directorate of Treasuries & Accounts	District Treasuries	Additional Treasury Officer	Treasury Officer	District Magistrate & Collector
36	Finance	Directorate	Directorate of Treasuries & Accounts	Sub Divisional Treasuries	Additional Treasury Officer	Treasury Officer	Sub Divisional Officer
37	Finance	Directorate	Directorate of Pension,Provident Fund & Group Insurance	Uttarkanya , Siliguri	Joint Director	Director	Dispensed with
38	Finance	Directorate	Directorate of Pension,Provident Fund & Group Insurance	Uttarkanya, Siliguri	Assistant/Deputy Director	Joint Director	Director
39	Finance	Finance(Internal Audit) Department			Joint Commissioner & E.O. Joint Secretary	Commissioner/ Secretary	Dispensed with
40	Finance	Finance(Internal Audit) Department			Internal Audit Officer	Joint Commissioner & E.O. Joint Secretary	Commissioner/ Secretary
41	Fisheries	Corporation	West Bengal State Fishermen Cooperative Federation Ltd.		Executive Finance	Managing Director	Secretary/Principal Secretary
42	Food & Supplies	Directorate	Directorate of Finance		Director	Director General,Food	Food Commissioner
43	Food & Supplies	Department			Senior Accounts Officer & E.O. Deputy/Joint Secretary	Principal Secretary	Dispensed with
44	Food & Supplies	Department			Accounts Officer	Senior Accounts Officer & E.O. Joint Secretary	Principal Secretary
45	Food & Supplies	Department			Special Officer,Railway Claims	Director of Finance	Principal Secretary
46	Food & Supplies	Directorate		Deputy Director of Rationing, Asansol, Barrackpore, Hooghly	Accounts Officer	Deputy Director	Director
47	Food & Supplies	Directorate		Deputy Controller of Rationing,IA 1 & 2	Accounts Officer	Deputy Controller	Director
48	Food & Supplies	Directorate		District Controller of Food & Supplies,All Districts	Accounts Officer	District Controller of Food & Supplies	Director General,Food
49	Health & Family Welfare	Department			Senior Accounts Officer	Joint/Special Secretary	Principal Secretary
50	Health & Family Welfare	Directorate	Directorate of Health Services		Deputy Director (Accounts) Indo GermanBasic Health Project	State Project Director & Director of Health Services	Secretary/Principal Secretary
51	Health & Family Welfare	Directorate	Directorate of Health Services	Deputy Director of Health Services(E&S)	Assistant Director (Accounts), Central Medical Stores	Deputy Director of Health Services	Director of Health Services
52	Health & Family Welfare	Directorate	Directorate of Health Services	Deputy Director of Health Services(E&S)	Accounts Officer,Central Medical Stores	Deputy Director of Health Services	Director of Health Services

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Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
53	Health & Family Welfare	Directorate	Directorate of Health Services	State Health Transport Organisation	Assistant Director(Accounts)	Deputy Director of Health Services	Director of Health Services
54	Health & Family Welfare	Directorate	Directorate of Medical Education	All Medical Colleges	Accounts Officer	Principal	Director of Medical Education
55	Health & Family Welfare	Directorate	Directorate of Medical Education	All Medical Colleges & Hospitals(Including Dental College & Hospital)	Accounts Officer	MSVP	Director of Medical Education
56	Health & Family Welfare	Directorate	Directorate of Health Services	All Hospitals	Accounts Officer	Superintendent	Director of Health Services
57	Health & Family Welfare	Directorate	Directorate of Health Services	Chief Medical Officer of Health(All Districts including Health Districts)	Accounts Officer	CMOH	Director of Health Services
58	Health & Family Welfare	Directorate	Directorate of Homeopathy	Kolkata Homeopathic Medical College	Accounts Officer	Principal	Director of Homeopathy
59	Health & Family Welfare	Directorate	Directorate of Ayurveda	J.B. ROY State Ayurvedic College & Hospital	Accounts Officer	Superintendent	Director of Ayurveda
60	Health & Family Welfare	Directorate	Directorate of Medical Education	Bangur Institute of Neuroscience & Psychiatry	Accounts Officer	Director	Director of Medical Education
61	Health & Family Welfare	Directorate		Dr.B.C. Roy Memorial Children Hospital	Accounts Officer	Principal	Director of Medical Education
62	Health & Family Welfare	Directorate	Directorate of Medical Education	I.P.G.M.E.R.,Kolkata	Accounts Officer	Director of IPGMR	Director of Medical Education
63	Health & Family Welfare	Directorate		Infectious Disease & Beliaghata General Hospital,Kolkata	Accounts Officer	Principal	Director of Medical Education
64	Health & Family Welfare	Directorate	Directorate of Medical Education	School of Tropical Medicine	Accounts Officer	Director	Director of Medical Education
65	Health & Family Welfare	Directorate		Prof. N.H.I. of Medical Education & Research,Kalyani	Officer On Special Duty	Director	Director of Medical Education
66	Health & Family Welfare	Directorate		Netaji Subhas TB Sanatorium,Kalyani	Accounts Officer	Superintendent	Director of Medical Education
67	Health & Family Welfare	Directorate		S.B. Dey TB Sanatorium,Kurseong	Accounts Officer	Superintendent	Director of Health Services
68	Health & Family Welfare	Autonomus Body	West Bengal State Aids Prevention & Control Society		Controller of Finance	State Project Director	Secretary/Principal Secretary

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Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
69	Health & Family Welfare	Autonomus Body	West Bengal State Aids Prevention & Control Society		Deputy Director(Accounts)	Director of Health Services	Secretary/Principal Secretary
70	Health & Family Welfare	Autonomus Body	West Bengal State Aids Prevention & Control Society		Assistant Director(Accounts)	Deputy Director of Health Services	Director of Health Services
71	Health & Family Welfare	State Health Development			Joint Director	Director	Secretary/Principal Secretary
72	Health & Family Welfare	Autonomus Body	West Bengal University of Health Science	College of Medicine JNM,Kalyani	Accounts Officer	Principal	Finance Officer,WBUHS
73	Health & Family Welfare	Autonomus Body	West Bengal University of Health Science	College of Medicine & JNM Hospital,Kalyani	Accounts Officer	Superintendent	Director of Health Services
74	Health & Family Welfare	Autonomus Body	West Bengal University of Health Science		Finance Officer	Vice-Chancellor	Secretary/Principal Secretary
75	Health & Family Welfare	Autonomus Body	West Bengal Health Recruitment Board		Accounts Officer	Secretary	Chairman
76	Higher Education	Department			Accounts Officer & E.O. Deputy/Joint Secretary	Secretary/Principal Secretary	Dispensed with
77	Higher Education	Department			Accounts Officer	Special/Joint Secretary	Secretary/Principal Secretary
78	Higher Education	Autonomus Body	Bengal Engineering & Science College		Accounts Officer	Principal	Secretary/Principal Secretary
79	Higher Education	Autonomus Body	Presidency College		Accounts Officer	Principal	Secretary/Principal Secretary
80	Higher Education	Directorate	All Govt. Engineering Colleges		Accounts Officer	Principal	Secretary/Principal Secretary
81	Higher Education	State Project Facilitation Unit	Technical Education Quality Improvement Programme,TEQIP		Accounts Officer	State Project Advisor & Director of Technical Education	Secretary/Principal Secretary
82	Hill Affairs	Autonomus Body	Gorkhaland Territorial Administration (GTA)		Chief Controller Of Finance	Principal Secretary,GTA	Secretary/Principal Secretary
83	Hill Affairs		Gorkhaland Territorial Administration (GTA)		Finance Officer	Finance Secretary, GTA	Pr. Secy,GTA
84	Hill Affairs		Gorkhaland Territorial Administration(GTA)		Audit Officer	Chief Controller of Finance/FS, GTA	Pr. Secy,GTA
85	Home	Autonomus Body	West Bengal State Election Commission		Accounts Officer	Secretary,State Election Commission	Chairman,State Election Commission
86	Home			District Election Office,Kolkata	Accounts Officer	District Election Officer	CEO
87	Home	Autonomus Body	West Bengal Human Rights Commission		Accounts Officer	Secretary,WBHRC	Chairman,WBHRC
88	Housing	Autonomus Body	West Bengal Housing Board		Deputy Financial Advisor	Housing Commissioner	Secretary/Principal Secretary
89	Information & Cultural Affairs	Department			Accounts Officer & E.O. Deputy Secretary	Joint/Special Secretary	Secretary/Principal Secretary

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Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
90	Information & Cultural Affairs	Directorate	West Bengal Film Centre,Nandan		Accounts Officer	CEO	Secretary/Principal Secretary
91	Irrigation & Waterways	State Project Office	Sundarban Embankment Reconstruction Project		Financial Advisor & Chief Accounts Officer	Chief Engineer	Secretary/Principal Secretary
92	Irrigation & Waterways	State Project Office	Sundarban Embankment Reconstruction Project		Accounts Officer	Financial Advisor & Chief Accounts Officer	Chief Engineer
93	Judicial	Department		Administrator General & Official Trustee	Accounts Officer	Administrator & Official Trustee	Secretary/Principal Secretary
94	Judicial		West Bengal Judicial Academy		Accounts Officer	Director	Registrar General
95	Judicial	Autonomus Body	Calcutta High Court		Senior Accounts Officer (Original Side)	Registrar (Original)	Registrar General
96	Judicial	Autonomus Body	Calcutta High Court		Senior Accounts Officer (Appellate Side)	Registrar (Judicial)	Registrar General
97	Labour			E.S.I. Hospital,Manicktola & Kamarhati	Accounts Officer	Superintendent	Director, ESI (MB) Scheme
98	Labour	Directorate		Office of the Deputy Director of ESI,CMS	Assistant Director/Accounts Officer	Deputy Director	Director
99	Labour	Autonomus Body	West Bengal Labour Welfare Board		Accounts Officer	Welfare Commissioner	Secretary/Principal Secretary
100	Labour	Directorate	Employee State Insurance Directorate	Administrative Medical Officer	Accounts Officer	Administrative Medical Officer	Director
101	Land & Land Reforms	Department			Audit Officer & E.O. Deputy/Joint Secretary	Secretary/Principal Secretary	Dispensed with
102	Land & Land Reforms	Department			Internal Audit Officer	Audit Officer & E.O. Joint Secretary	Secretary/Principal Secretary
103	Land & Land Reforms	Department			Accounts Officer(Stores)	Joint/Special Secretary	Secretary/Principal Secretary
104	Land & Land Reforms	Department		LA Collector Office, Kolkata, South 24 Pgs, North 24 Pgs, Howrah, Hooghly, Burdwan	Accounts Officer	ADM (LA) / Addl. (LA)	LA Collector / District Magistrate
105	MSME & Textiles	Directorate		Central Engineering Organisation, Dasnagar,Howrah	Accounts Officer	Works Manager	Director
106	MSME & Textiles	Autonomus Body	Khadi & Village Industries Board		Financial Adviser & Chief Accounts Officer	Chief Executive Officer	Secretary/Principal Secretary
107	Minority Affairs & Madrasah Education	University/ Autonomus Body	Aliah University		Finance Officer	Vice-Chancellor	Secretary/Principal Secretary

**Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service**

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
108	Minority Affairs & Madrasah Education	Statutory Body	Wakfs Board		Accounts Officer	Chief Executive Officer	Secretary/Principal Secretary
109	Minority Affairs & Madrasah Education	Autonomus Body	West Bengal Board of Madrasah Education		Finance Officer	President, WBBME	Secretary/Principal Secretary
110	Minority Affairs & Madrasah Education	Statutory Body	West Bengal Madrasah Service Commission		Finance and Accounts Officer	Secretary	Secretary/Principal Secretary
111	Municipal Affairs	Autonomus Body	All Municipalities		Finance Officer	Chairman	Director of Local Bodies
112	Municipal Affairs	Autonomus Body	Nabadiganta Industrial Township Authority		Finance Officer	Chief Executive Officer	Secretary/Principal Secretary
113	Municipal Affairs	Autonomus Body	Kolkata Municipal Corporation		Chief Auditor	Mayor	Secretary/Principal Secretary
114	Municipal Affairs	Autonomus Body	Kolkata Municipal Corporation		Deputy Municipal Commissioner(Finance)	Commissioner	Secretary/Principal Secretary
115	Municipal Affairs	Autonomus Body	Howrah Municipal Corporation		Chief Auditor	Mayor	Secretary/Principal Secretary
116	Municipal Affairs	Autonomus Body	Howrah Municipal Corporation		Controller of Finance	Commissioner	Secretary/Principal Secretary
117	Municipal Affairs	Autonomus Body	Municipal Corporations(Except Kolkata & Howrah Municipal Corporation)		Finance Officer	Commissioner	Secretary/Principal Secretary
118	Municipal Affairs	Statutory Body	West Bengal Valuation Board		Officer On Special Duty	Chairman	Secretary/Principal Secretary
119	Municipal Affairs	Statutory Body	West Bengal Valuation Board		Finance Officer	Member Secretary	Chairman
120	Municipal Affairs	Statutory Body	State Urban Development Agency(SUDA)		Financial Advisor/Finance Officer	Director, SUDA	Secretary/Principal Secretary
121	Municipal Affairs	Autonomus Body	Change Management Unit(CMU)		Municipal Finance Expert/Finance Officer	Director,CMU	Secretary/Principal Secretary
122	P & RD	Department			Senior Accounts Officer & E.O. Deputy/Joint Secretary	Secretary/Principal Secretary	Dispensed with
123	P & RD	Department		Divisional Commissioner	Regional Accounts & Audit Officer	Divisional Commissioner	Secretary/Principal Secretary
124	P & RD	Autonomus Body		All Zilla Parishads & Siligiri Mahakuma Parishad	Financial Controller & Chief Accounts Officer	Executive Officer	Secretary/Principal Secretary
125	P & RD	Autonomus Body		Siligiri Mahakuma Parishad	Parishad Accounts & Audit Officer	Executive Officer	Secretary/Principal Secretary

**Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service**

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
126	P & RD	Autonomus Body		Zilla Parishads & Mahakuma Parishad(Except Siliguri Mahakuma Parishad)	Parishad Accounts & Audit Officer	Additional Executive Officer	Executive Officer
127	P & RD	Autonomus Body		DRDC,All Districts	Deputy Project Director(Accounts)	Project Director, DRDC	Executive Officer, Parishad/DM
128	P & RD	Autonomus Body	State Institute of Panchayat & Rural Development		Finance Officer	Director	Secretary/Principal Secretary
129	P & RD	Autonomus Body	West Bengal State Rural Development Agency(WBSRDA)		Controller Of Finance	Director	Secretary/Principal Secretary
130	P & RD	Autonomus Body	West Bengal State Rural Development Agency(WBSRDA)		Accounts Officer	Controller Of Finance	Director
131	P & RD	Autonomus Body	West Bengal State Rural Livelihood Mission(WBSLRM)		Controller Of Finance	Director	Secretary/Principal Secretary
132	Paschimanchal Unnayan Affairs	Autonomus Body	Paschimanchal Unnayan Parishad		Accounts Officer	Chief Executive Officer	Secretary/Principal Secretary
133	P & AR	Department			Controller Of Accounts & E.O. Joint Secretary(Service Records & Accounts Cell)	Secretary/Principal Secretary	Dispensed with
134	P & AR	Department			Deputy Controller Of Accounts & E.O. Deputy Secretary((Service Records & Accounts Cell))	Controller Of Accounts & E.O. Joint Secretary(Service Records & Accounts Cell)	Secretary/Principal Secretary
135	P & AR	Department			Accounts Officer,Governor Household Secretariat	Special/ Joint Secretary	Secretary/Principal Secretary
136	P & AR	Directorate	Administrative Training Institute,Salt Lake		Joint Director(Accounts)	Director	Secretary/Principal Secretary
137	P & AR		Anti Corruption Branch		Advisor(Finance)	Additional Director General of Police, ACB	Secretary/Principal Secretary
138	P & AR	Statutory Body	West Bengal Staff Selection Commission		Finance & Budget Officer	Secretary	Chairman
139	P & AR	Statutory Body	West Bengal Staff Selection Commission		Accounts Officer	Secretary	Chairman
140	Planning	Department			Accounts Officer & E.O. Joint Secretary	Secretary/Principal Secretary	Dispensed with

**Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service**

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
141	Planning	Department			Accounts Officer/Estate Manager(Accounts)	Secretary/Principal Secretary	Dispensed with
142	Power & Non Conventional Energy Sources	Department			Chief Controller of Audit & E.O. Deputy/Joint Secretary	Secretary/Principal Secretary	Dispensed with
143	Power & Non Conventional Energy Sources	Autonomus Body	West Bengal Renewable Energy Development Agency		Chief Accounts Officer	Managing Director	Pr. Secretary
144	Public Enterprises & Industrial Reconstruction	Department			Controller Of Finance & E.O. Deputy/Joint Secretary	Secretary/Principal Secretary	Dispensed with
145	Public Works	Department			Accounts Officer	Secretary/Principal	Dispensed with
146	Statistics & Programme Implementation	Department	Bureau of Applied Economics & Statistics		Deputy Director(Audit & Accounts)	Director	Secretary/Principal Secretary
147	School Education	Directorate		Office of the Deputy Director of Accounts,all districts	Deputy Director	Director	Secretary/Principal Secretary
148	School Education	Directorate		Office of the Deputy Director of Accounts,all districts	Assistant Director	Deputy Director of District or of Headquarter (if vaccant)	Director
149	School Education	Autonomus Body	State Council of Education Research & Training		Finance Officer	Director	Secretary/Principal Secretary
150	School Education	Autonomus Body		District Primary School Council,All Districts	Controller Of Finance	Chairman	Director of School Education (Primary)
151	School Education	Autonomus Body	West Bengal Board of Primary Education		Finance Officer	President, WBBPE	Secretary/Principal Secretary
152	School Education	Autonomus Body	West Bengal Board of Secondary Education		Accounts Officer	Secretary,WBBSE	Secretary/Principal Secretary
153	School Education	Autonomus Body	West Bengal Council of Higher secondary Education		Deputy Secretary(Finance)	President, WBCHSE	Secretary/Principal Secretary
154	School Education	Autonomus Body	West Bengal Council of Higher secondary Education		Accounts Officer	Deputy Secretary(Finance)	President, WBCHSE
155	School Education	State Level Project	Paschim Banga Sarva Shiksha Mission		Controller of Finance/Audit Officer	State Project Director	Secretary/Principal Secretary
156	School Education	State Level Project	Rastriya Madhyamik Siksha Abhiyan(RMSA)		Controller of Finance/ Deputy Director(Internal Audit)/ Accounts Officer	State Project Director	Secretary/Principal Secretary

Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
157	School Education	State Level Project	Cooked Mid day Meal Programme		Accounts Officer	State Project Director	Secretary/Principal Secretary
158	Sericulture	Directorate		Deputy Director of Sericulture- Malda, Murshidabad, Suri	Accounts Officer	Deputy Director	Director
159	Self Help Group & Self Employment	Autonomus Body	Society for Self Employment & Self Help Group		Finance Officer	Managing Director	Secretary/Principal Secretary
160	Social Welfare,Women & Child Development	Autonomus Body	State Nutrition Strategy & Monitoring Unit		Finance Manager/Accounts Officer cum Internal Auditor	Project Director	Secretary/Principal Secretary
161	Sundarban Affairs	Autonomus Body	Sundarban Development Board		Senior Accounts Officer / Audit Officer	Member Secretary	Secretary/Principal Secretary
162	Sundarban Affairs	Autonomus Body	Sundarban Development Board		Accounts Officer	Senior Accounts Officer	Member Secretary
163	Transport	Autonomus Body	Hooghly River Bridge Commissioners		Financial Advisor & Chief Accounts Officer	Chairman / Vice-Chairman	Secretary/Principal Secretary
164	Transport	Autonomus Body	Hooghly River Bridge Commissioners		Senior Accounts Officer/ Accounts Officer	Financial Advisor & Chief Accounts Officer	Chairman/Vice-Chairman
165	Urban Development	Department			Accounts Officer	Joint/ Special Secretary	Secretary/Principal Secretary
166	Urban Development	Department			Accounts Officer,Town & Country Planning Branch	Joint/ Special Secretary	Secretary/Principal Secretary
167	Urban Development	Department		Office of the Administrator, Bidhan Nagar	Accounts Officer	Administrator	Secretary/Principal Secretary
168	Urban Development	Autonomus Body	All Development Authority		Finance / Accounts Officer	Chief Executive Officer	Secretary/Principal Secretary
169	Urban Development	Autonomus Body	Howrah Improvement Trust		Financial Adviser & Chief Accounts Officer	Chief Executive Officer	Chairman
170	Urban Development	Autonomus Body	Kolkata Metropolitan Development Authority(KMDA)		Additional/Deputy Director of Finance	Chief Executive Officer	Secretary/Principal Secretary
171	Urban Development	Autonomus Body	Kolkata Metropolitan Water & Sanitation Authority(KMWSA)		Chief Finance Officer / Deputy Finance Officer	Chief Executive Officer	Secretary/Principal Secretary
172	Water Resources Investigation & Development	State Level Project	West Bengal Accelerated Development of Minor Irrigation Project (WBADMIP)		Controller of Finance	Project Director	Secretary/Principal Secretary

Schedule to Finance Department Memorandum No.5683-F(Y)/WB,dated 18.11.15
Reporting and Reviewing Authority for Self Appraisal Report of Officers of West Bengal Audit Accounts Service

Sl. No.	Department	Organisation	Name of Organisation	Name of Office	Name of Post	Reporting Officer	Reviewing Officer
173	All Department	All Corporations owned by Govt. of West Bengal & incorporated under the Companies Act'1956 / State or Central Acts		Cadre & Ex-Cadre Posts	1.General Manager(Accounts). 2.Finance Officer. 3.Manager(Finance). 4.Deputy Manager(Internal Audit). 5.Deputy Manager(Budget & Billing). 6.Advisor(Project). 7.Chief Accounts Officer. 8.Accounts Officer. 9.Chief Accounts Officer & Company Secretary. 10.Executive Finance. 11.General Manager(Finance & Financial Advisor). 12. Financial Advisor & CAO. 13.Cost Accounts Officer. 14.Manager(Accounts). 15.Comapany Secretary. 16.Assistant Manager. 17.Audit Officer. 18. Chief Audit Officer. 19. General Manager(Finance & Accounts).	Managing Director	Secretary/Principal Secretary
174	Food & Supplies	Corporation	West Bengal Essential Commodities Supply Corporation		Deputy General Manager (Finance)	General Manager(Finance & Financial Advisor).	Managing Director
175	Housing	Autonomous Body	West Bengal Housing Board	Ex- Cadre Post	Financial Adviser	Housing Commissioner	Secretary/Principal Secretary
176	Urban Development	Autonomous Body	National Ganga River Basin Authority(NGRBA)	Ex- Cadre Post	Director(Finance & Administration)	Programme Director	Executive Chairperson
177	Urban Development	Corporation	Housing Infrastructure Development Corporation(HIDCO)	Ex- Cadre Post	Chief Finance Officer	Chairman	Dispensed with
178	Urban Development	Corporation	Housing Infrastructure Development Corporation(HIDCO)	Ex- Cadre Post	Finance Officer	Chief Finance Officer	Chairman

CONFIDENTIAL REPORT

FOR

WEST BENGAL AUDIT & ACCOUNTS SERVICE OFFICERS

Name of Officer :

Year of Allotment :

Report for the year:

Period ending : DD/MM/YY to DD/MM/YY

CONFIDENTIAL REPORT**FOR****WEST BENGAL AUDIT & ACCOUNTS SERVICE OFFICERS**

Report for the year:
Period : DD/MM/YY

PART- IA**PERSONAL DATA**

(To be filled in by the Officer Reported upon)

1. Name of Officer :
2. Date of Birth :
3. Year of allotment :
4. Date of joining in the service :
5. Present post and date of joining thereto :

Post:

Date of Joining :

6. Date of submission of Annual Declaration of Assets for the previous year (as on 01-01-2) as per the provisions of West Bengal Services (Duties Rights and obligations) Rule, 1:

PART-I B**Appraisal of Attendance:**

APPRAISAL OF ATTENDANCE IN RESPECT OF GROUP-A EMPLOYEES AS INTRODUCED INTER ALIA,
IN FINANCE DEPARTMENT MEMO NO.-9135-F DATED 10.09.2002.

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early departure during the period under review :
4. No of days unauthorized absence without leave :
5. No. of days deducted as leave due to late attendance / early departure :
6. No. of days of effective attendance of the incumbent during the period under review (Item 1 minus Items 4 & 5) :
7. Percentage of late attendance or early departure as against the total no. of working days during the period under review (Item 3/ Item 1) % :
8. Percentage of effective attendance as against the total no. of working days during the period under review (Item 6/ Item 1) % :

Signature of Officer in Charge of
Establishment / Attendance
or Head of Office or Reporting Officer.

PART - II**(To be filled in by the Officer Reported upon)**

(Please read carefully the instructions given at the end of the form before filling up the entries)

1. Brief Description of Duties:

--

2. Please specify your achievements as per perception:

01.	
02.	
03.	
04.	
05.	
06.	
07.	
08.	
09.	
10.	
11.	

3. Please State briefly the shortfalls in respect of your achievements. Please specify constraints or handicaps that you faced

4. Details of the training programme (s), if any attended during the year under review

Place :

Date :

Signature of the Officer Reported Upon

NAME IN BLOCK LETTERS

Designation
(During the period of Report)

PART-III**Annexure-I****(To be filled in by the Reporting Officer)**

(Please read carefully the instructions given at the end of the form before filling up the entries)

A) NATURE AND QUALITY OF WORK

- 1. Please state whether you agree with the answers relating to achievement and shortfalls. If not, state the reasons.**

--

B) ATTRIBUTES:

Please record with one of the following words: Outstanding / Very Good / Good / Average / Below average.

Serial No.	Item	Assessment
01	Personality	
02	Capacity for sustained work	
03	Tact and ability to work with others	
04	Ability to control subordinates	
05	Reliability in carrying out instructions	
06	Ability to state a case	
07	Initiative	
08	Power of taking responsibility	
09	Power to inspire confidence in general public	
10	Devotion to duty	
11	Knowledge of his work	

C) GENERAL:

1. State of health

2. Integrity

(Please see note below the instruction)

3. General Assessment

(Statement of the Reporting Officer)

4. Do you agree with the "Appraisal on Attendance" as recorded

in Part – IB : (Yes / No)

5. Overall Grading: [Outstanding / Very Good / Good / Average / Below Average]

.....

Place :

Date :

Signature of the Reporting Officer

NAME IN BLOCK LETTERS:

Designation:
(During the period of Report)

PART –IV**Annexure-II****REMARKS OF THE REVIEWING OFFICER**

Do you agree with the assessment of the officer given by the Reporting Authority? (In case of disagreement, please specify the reasons; Is there anything you wish to modify or add in respect of item B of Part-III?)

Place :

Date :

Signature of the Reviewing Officer

NAME IN BLOCK LETTERS:

Designation :
(During the period of Report)

PART-V

REMARKS OF THE ACCEPTING OFFICER

Place :

Date :

Signature of the Accepting Officer

NAME IN BLOCK LETTERS:

Designation :
(During the period of Report)

INSTRUCTIONS

1. The Officers reported upon and the Reporting Officer shall take special care to submit their respective reports within one month of the completion of the reporting period.
2. The Confidential Report is an **important document**. It provides the basic and vital inputs for assessing the performance of an officer and for his /her further advancement in his / her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form **with high sense of responsibility**.
3. Performance appraisal through Confidential Report should be used as a tool for **human resource development**. Reporting Officers should realize that the objective is to **develop an officer** so that he / she realizes his / her true potential. It is not meant to be **fault-finding process**, but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
4. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
5. If the Reviewing Authority is satisfied that the Reporting Authority had made the **report without due care and attention** he shall record a remark to that effect in Part IV. The Government shall enter the **remarks in the Confidential Roll of the Reporting Authority**.
6. Every answer shall be given in a specific manner in the space provided for the purpose.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at **regular intervals to review the performance** and to take necessary corrective steps.
8. It should be endeavor of each appraiser to present the **truest possible picture** of the appraisee in regard to his / her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance **during the period of report only**.
10. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.
12. Self Appraisal Reports shall be drawn up separately for each Reporting Year beginning on 1st April and ending on 31st March of next year. When more than one Self Appraisal Reports are drawn up on an Officer during the course of a Reporting Year, each Self Appraisal Reports shall indicate the period to which it relates. The Officer Reported upon shall fill in the personal data in Part - I A & Part-II of the Specified format with his / her full signature and the post(s) held by him / her during the period under report and submit the Self Appraisal Report to the Reporting Officer within one month from the close of the Reporting Year i.e., **by the 30th April without fail** under intimation to WBA&AS Cell of Group T, Finance Department. Officer concerned shall also make an online entry in the SRMS Portal of WBA&AS Officers in respect of submission of SAR to Reporting Officer.
13. The officer reported upon shall get the "Appraisal of Attendance" (Part-I B) prepared and signed.
14. **Full name along with appropriate Designation of the officer reported upon must be mentioned clearly in the Self Appraisal Reports.**
15. The Officer Reported Upon shall state Brief and specific Description of Duties as has been allotted to him / her by the Head of Office in Para 1 of Part -II. Ideally this should be in bullet form not exceeding 100 words. **The Achievements in Para 2 of Part-II shall be specific and objective in nature and not general comments. Comparative figures** with respect to last year or Year-on-Year basis may be mentioned. **Achievements should be quantified to the best possible extent. Any special initiative, achievement or performance should be mentioned with specific details.**
16. Part - III requires the Reporting Authority to comment on Part - II as filled out by the officer reported upon, and specifically state whether he / she agrees with the responses relation to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

17. **The Reporting Officer shall record his views in Part-III of the specified format and transmit the same to the Reviewing Officer by the 30th May next**, preserving a photocopy at his end. Reporting Officers shall make a pen picture of the qualities and personality of the officer reported upon in Point no. [C] 3 of Part-III. Reporting Officer is required to state at Point No.4 under Para (C) of Part III (Annexure-I) in his assessment whether he agrees with the "Appraisal of Attendance" of the officer concerned as noted in the (Part-I B).
- In Point No. C (5) **Overall Grading covering all aspects of performance of the officer reported upon shall be recorded under "Overall Grading" amongst 'Outstanding', 'Very Good', 'Good', 'Average', and 'Below Average'.**
18. After recording comments in Part-IV, the **Reviewing Officer** shall transmit the Confidential Reports to the Secretary / Special Secretary, Group – T, (WBA&AS Cell), Finance Department by 30th June next for placing it to the Accepting Authority.
19. In case, where the Reviewing Officer is also the Accepting Officer, the Confidential Report shall be sent to the Secretary / Special Secretary, Group – T (WBA&AS Cell), Finance Department by the 30th June next.
20. Within a Reporting Year a Confidential Report may be drawn for fractional period when either the Reporting Officer or the Officer Reported Upon relinquishes the charge of the post. In both occasions the Officer Reported upon shall fill in the data & submit the Report to the Reporting Officer at the time of relinquishment of the charge of the post or immediately thereafter. For details please refer to Memorandum No 5683-F(Y)/WB, dated 18th November, 2015.
21. The following instructions are issued in regard to filling the column on "Integrity":
- a) Supervisory Officers should maintain a confidential diary in which instances creating suspicion about the integrity of an Officer reported upon should be noted from time to time and the actions to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Vigilance Commission. At the time of recording the Confidential Report, this diary should be consulted and the material in it to be utilised for filling in the column on "integrity".
 - b) If some adverse material is recorded in the column specified for "integrity" then the Confidential Report should accompany evidence of the adverse comments.
 - c) **The column of "integrity" should not be filled up by the remarks "Average" or "Below Average" since they are of ambiguous nature and said column also should not be left blank.**