

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

Memo No.6757 -F(Y)

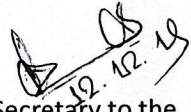
Dated 12.12.2019

**MEMORANDUM**

**Sub: Extension of period for recording comments in SAR by Reporting Authority and Reviewing Authority in HRMS for the Appraisal Year 2018-19**


In partial modification of Memo No. 3695-F(Y) dated 2<sup>nd</sup> July 2019 and 6287-F(Y) Dated 31<sup>st</sup> October, 2019, the last date for evaluation of SAR in HRMS for the Appraisal Year 2018-19 by the Reporting Authority and Reviewing Authority and sending the same to Reviewing/ Accepting Authority or Custodian of SAR after such evaluation is extended as follows:

| Name                | Extended last date for evaluation and forwarding SAR in HRMS |
|---------------------|--|
| Reporting Authority | 5 <sup>th</sup> January 2020                                 |
| Reviewing Authority | 31 <sup>st</sup> January 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-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, 5<sup>th</sup> Floor, Sector-1, Salt Lake, Kolkata-700064.
4. 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, 3<sup>rd</sup> 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 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 – 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

  
**Deputy Secretary**  
to the Government of West Bengal