

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

No. 5642-F(Y)


Date: 31/08/2018

MEMORANDUM

Subject: Extension of the Period for Submission of Self-Appraisal Report to the respective Reporting Officers

In partial modification of the Memo. No. 2748 F(P₂) dated 27th April 2018, Memo. No. FS-57 /2018 dated 4th June, 2018 and Memo. No. 4730-F(Y) dated 25/07/2018 of Finance Department, the period of online submission of SAR to respective Reporting Officers has been extended up to 30th September, 2018.

2. The concerned Cadre Controlling Authorities who have not yet designated appropriate Nodal Officers and Custodians in Online SAR Sub-Module of HRMS are requested to immediately complete creation of such authorities in the System. The Nodal Officers and Custodians are also requested to complete the process of tagging of concerned Group-A Officers immediately so that the SAR may be submitted by all Group-A Officers within 30th September, 2018.


(H.K. Dwivedi)
Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Financial Advisor, _____, Department.
6. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, Finance Department.
7. _____ Department.
8. Commissioner, _____ Division.
9. Director, _____
10. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
11. Director, Directorate of Pension, Provident Fund and Group Insurance, West Bengal, Purta Bhavan, 2nd Floor, Salt Lake, Kolkata-700091
12. District Magistrate, _____
13. Superintendent of Police, _____
14. Sub-Divisional Officer, _____
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700073.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUBHANNA, SGO Complex, 5th & 6th Floor, Plot No.9, Block-DF, Sector-I, Bidhannagar, Kolkata-700064
18. Treasury Officer, _____
19. Group ____ / _____ Branch, Finance Department.
20. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary
to the Government of West Bengal