

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

No. 6752-F(Y)

Date: 01.11.2018

MEMORANDUM

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

In partial modification of the FD Memo. No. 6261-F(Y) dated 28/09/2018, the period of online submission of SAR by all Group-A Officers Reported Upon to their respective Reporting Officers has been **extended up to 30th November, 2018**.

2. The concerned Cadre Controlling Authorities are requested to immediately complete any remaining creation of appropriate SAR Nodal Officers and Custodians in Online SAR Sub-Module of HRMS.
3. The SAR Nodal Officers are requested to complete the process of tagging of concerned Group-A Officers immediately and approve the chain of SAR flow in the System to specify the reporting channel of all Group-A Officers Reported Upon tagged with them so that the SAR may be submitted by all Group-A Officers to their respective Reporting Officers within 30th November, 2018.


(H.K. Dwivedi)

Additional Chief Secretary to the
Government of West Bengal