

Government Of West Bengal
Finance [Audit]Department, 10th floor
"NABANNA"
325,S.Chatterjee Road, Howrah - 711 102

No. :5744-F[H]

Dated, the 6th Sept.,2018

NOTIFICATION

The State Government has decided to adopt uniform format of '**Self Appraisal cum Annual Confidential Report**' for all Group-'A' employees of the State Government with effect from 1st June, 2018 vide Finance Department Memorandum No. 2748 - F[P₂] dated 27th April, 2018 read with Memorandum No.2861-F[Y] dated 6th May, 2018.

Accordingly, in supersession of all earlier relevant guidelines, the Governor is pleased to adopt the following procedure for Self Appraisal Report [SAR] mechanism in respect of employees belonging to Group-'A' service [PB4] [Rs.9,000-40,500/-] plus Grade Pay of Rs.4,400/-and onwards under West Bengal Stenographers [Schedule-'A'] services, West Bengal Stenographers [Schedule-'B'] services and Bengali Stenographers [hereinafter referred to as "**said employees**"]:

- I. **Mandatory submission of 'Self Appraisal Report' through HRMS :** Submission of Self Appraisal Report through online **Self Appraisal Sub-Module of HRMS** shall be mandatory with effect from the Appraisal Year 2017-2018 onwards.
- II. **Introductory provision :** The said employees who have already submitted 'Self Appraisal Report' **for the full period of the Appraisal year 2017-18,** will have to resubmit the same through online **Self Appraisal Sub-Module of HRMS.** The online SAR for the Appraisal Year 2017-18 in respect of the said employees is available for submission in HRMS from 1st June, 2018 onwards.
- III. **Transitory provision :** The Annual Confidential Reports / Self Appraisal Reports pertaining to the period up to Appraisal Year 2016-17 shall be continued to be accepted in the existing manner. In case the ACR/SAR for a part of the Appraisal Year 2017-18 has already been submitted by the Officer Reported Upon then that ACR/SAR thereafter shall be scanned and uploaded online in the **Self Appraisal Sub-Module of HRMS** by the Custodian in due course of time.

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IV. **Reporting, Reviewing/Forwarding Officer & Accepting Officer :**

A. **West Bengal Stenographers [Schedule-'A'] Services and Bengali Stenographers :**

- a. **For the said employees attached to Hon'ble Governor :** ACR may be drawn in **Offline** mode. His Excellency may act as Reporting Officer, Reviewing Officer as well as Accepting Officer.
- b. **For the said employees attached to Hon'ble Ministers :** ACR may be drawn in **Offline** mode. Hon'ble Ministers may act as Reporting Officer, Reviewing Officer as well as Accepting Officer.
- c. **For the said employees attached to Chief Secretary:** ACR may be drawn on **online** mode. **Chief Secretary** may act as Reporting Officer, Reviewing Officer as well as Accepting Officer.
- d. **For the said employees attached to Officers in the rank of Additional Chief Secretary / Principal Secretary / Secretary / Divisional Commissioner / Director :**

ACR may be drawn on online mode.

Case I : If the Officer concerned is the Departmental Head :

Reporting Officer : The Officer concerned.

Reviewing Officer : The Officer concerned.

Accepting Officer : Finance Secretary.

Case II : If the Officer concerned is not the Departmental Head:

Reporting Officer : The Officer concerned.

Reviewing Officer : The Head of Office/Department.

Accepting Officer : Finance Secretary.

- e. **For the said employees attached to the Chairman & Members of WBAT/WBLRTT/WBTT/WB Wakf Tribunal/WBPSC/Chairperson of different Commissions :**

ACR may be drawn in Offline mode.

Reporting Officer : The Officer concerned.

Reviewing Officer : The Officer concerned.

Accepting Officer : Finance Secretary.

- f. **For the said employees attached to Officers attached to Kolkata Police Commissionerate and West Bengal Police Directorate :**

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ACR may be drawn on online mode.

Reporting Officer : The Officer concerned.
Reviewing Officer : The Officer concerned.
Accepting Officer : Finance Secretary.

- I. **For Officers in the rank of Commissioner of Police, Kolkata/Director General & Inspector General of Police, West Bengal :**

ACR may be drawn on online mode.

Reporting Officer : The Officer concerned.
Reviewing Officer : The Officer concerned.
Accepting Officer : Finance Secretary.

- II. **For Officers below the rank of Commissioner of Police, Kolkata/Director General & Inspector General of Police, West Bengal :**

ACR may be drawn on online mode.

Reporting Officer : The Officer concerned.
Reviewing Officer : The Head of Office/Next Higher Officer.
Accepting Officer : Finance Secretary.

- g. **For the said employees attached to Officers in the rank of Additional Secretary / Commissioner / Special Secretary/Joint Secretary:**

ACR may be drawn on online mode.

Reporting Officer : The Officer concerned.
Reviewing Officer : The Next Higher Officer.
Accepting Officer : Finance Secretary.

- h. **For the said employees in Reserve Pool of Finance Department :**

ACR may be drawn on online mode.

Reporting Officer : The Deputy Secretary
In charge of Group-'H', Finance.
Reviewing Officer : Joint Secretary / Special Secretary
in charge of Group-'H', Finance.
Accepting Officer : Finance Secretary.

74

74

In case a Personal Assistant is posted with more than one Officer during the period under report , the SARs are required from each of such Officers covering their respective period.

B. West Bengal Stenographers[Schedule-'B'] Services:

ACR may be drawn on online mode.

Reporting Officer : The Officers to whom the said employees is attached.

Reviewing Officer : Head of Office/next Higher Officer.

Accepting Officer : Head of Office.

When the said employees are attached to the Head of office, the Head of office himself may act as the Reporting Officer, Reviewing Officer as well as the Accepting Officer.

- V. **Accepting Authority : If not otherwise mentioned anywhere, the Finance Secretary shall be the Accepting Authority.**
- VI. **Custodian & Nodal Officer : Assistant Secretary** in charge of Group-'H', Finance [Audit]Department, 'Nabanna', shall be the Custodian & Nodal Officer.
- VII. If not otherwise mentioned anywhere hereinabove, submission of SAR will be through online mode only.
- VIII. In line with Department of Personnel & Administrative Reforms & e-Governance [General Cell] Notification No. 686-PAR[Genl./G8P-131/2017 dated 25th May, 2018, the existing Reporting Officer/Reviewing Officer/Accepting Authority in a particular post shall be authorised to write/review/accept SAR on the basis of available records which his/her predecessor[s] has/have not written/reviewed/accepted.

This Notification will take immediate effect.

All concerned are hereby informed accordingly.

By Order of the Governor
Sd/- S.K.Ram
Special Secretary
Government of West Bengal

No. 5744/1(500)-F(H).

Dated, the 6th September, 2016.

Copy forwarded for information and necessary action to :-

- 1) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 2) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Jawahar Building, P-1, Hyde Lane, Kolkata-700 073.
- 3) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, I.B. Market, 1st Floor, Sector-III, Bidhannagar, Salt Lake, Kolkata-700 091.
- 4) The _____ Department,

- 5) The _____ Directorate,

- 6) The District Magistrate, _____

- 7) The Sub-Divisional Officer, _____


- 8) The Treasury Officer, _____

- 9) The Commissioner, _____

- 10) The Superintendent of Police, _____

- 11) The _____

- 12) The Deputy Secretary & D.D.O., Finance Department, Nabanna, Howrah.
- 13) The Internal Audit Officer, H.R.M.S. Cell, 8th Floor, Nabanna, Howrah.
- 14) The H.R.M.S. Cell, Finance Department.
- 15) The P.S. to Additional Chief Secretary, Finance Department, Nabanna, Howrah.
- 16) The P.A. to Special Secretary, Finance Department, Nabanna, Howrah.
- 17) Shri Uttam Kumar Dutta, Registrar, Finance Department, Nabanna, Howrah.
- 18) Shri Sumit Mitra, Network Administrator, Finance Department, Nabanna, Howrah.
— for uploading this notification in the website of wbin.nic.in.
- 19) Copy of Dealing Assistant.
- 20) Shri Saumitra Biswas, Senior Software Developer, Finance Department, Nabanna, Howrah.
— for uploading this notification in the website of wbsteno.gov.in.
- 21) Office copy.


Deputy Secretary to the
Government of West Bengal.