

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

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No. 3843-F(Y)

Dated 15<sup>th</sup> September, 2022

**MEMORANDUM**

The last date of submission of the Self Appraisal Report of the Group A Officers of the Government of West Bengal is 30<sup>th</sup> April every year. But it has been observed that many Officers do not take necessary initiative to submit SAR in due time. As a result a series of subsequent requests from different Offices are received continuously on a piecemeal basis. Consequently to save them from the difficulty of not getting their Confirmation/CAS/Promotion etc., last dates of submission of SAR by the Officers Reported Upon are to be repeatedly extended which is hardly desirable.


It is being notified that henceforth no further extension will be granted to the Officers who failed to submit their SAR within the last date.

However for the last time, in partial modification of the Memo No. 1021- F(Y) dated 14/03/2022 the last dates for submission of SAR for the Appraisal Years 2018-19, 2019-20, 2020-21 and 2021-22 are extended as below:

Type of Officer	Last date of submission of SAR extended up to
Officer Reported Upon	31 <sup>st</sup> October, 2022
Reporting Officer	30 <sup>th</sup> November, 2022
Reviewing Officer	31 <sup>st</sup> December, 2022
Accepting Officer	31 <sup>st</sup> January, 2023

All the Departments and Cadre Controlling Authorities are requested to take appropriate measures to ensure that all the defaulting Officers submit all of their pending SARs within this extended time period to avoid facing difficulty in future.

This Order will take immediate effect.

  
(Sudip Kumar Sinha)  
Secretary to the  
Government of West Bengal

