

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

No. 3843-F(Y)

Dated 15th 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 30th 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 st October, 2022
Reporting Officer	30 th November, 2022
Reviewing Officer	31 st December, 2022
Accepting Officer	31 st 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

No. 3843-F(Y)/..... (18)

Dated 15th September, 2022

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, 5th Floor, Sector-1, Salt Lake, Kolkata-700064.
4. The PA to 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 Khark 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.....
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14. The Director of Treasuries & Accounts, West Bengal, 3rd 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 Group/..... Branch,
Finance Department



(Sudip Kumar Sinha)

Secretary to the
Government of West Bengal