

Government of West Bengal
Directorate of Medical Education
Department of Health & Family Welfare
Swasthya Bhawan, Salt Lake
Block – GN, 29; Sector: V Kolkata: 700091


Memo No. /M/1011

Dated 7th May, 2019

NOTIFICATION

In pursuance to Government Memorandum No. 2748 – F(P2) dated 27/04/2018 relating to “Introduction of Self Appraisal Report (SAR) in respect of Group A employees of Government of West Bengal” and Government Memorandum No. 2861 – F(Y) dated 06/05/2018, the details of Reporting Officer, Reviewing Officer, Accepting Officer, Nodal Officer and Custodian in online system of Self Appraisal Report (SAR) of Group-A (under WBMES & WBGs) employees under Directorate of Medical Education, Department of Health & Family Welfare, Govt. of WB are as follows:

Posts / Designation	Cadre	Reporting Officer	Reviewing Officer	Accepting Officer
All faculties including Tutor/ Demonstrator, Assistant Professor, Associate Professor, Professor Excluding Head of the Departments (HODs)	WBMES	Head of respective the departments (HODs)	Director / Principal of the Institute	Director of Medical Education
Head of the Departments (HODs)	WBMES	Director / Principal of the Institute	Dispensed with	Director of Medical Education
Medical Superintendents cum Vice Principals (MSVPs)	WBMES	Director / Principal of the Institute	Dispensed with	Director of Medical Education
Directors / Principals of the Institutes / Medical Colleges	WBMES	Director of Medical Education	Dispensed with	Additional Chief Secretary, Dept. of Health & Family Welfare
Deputy Directors of Medical Education	WBMES	Joint Director of Medical Education	Dispensed with	Director of Medical Education
Director of Medical Education	WBMES	Additional Chief Secretary, Dept. of Health & Family Welfare	Dispensed with	Hon'ble Minister in Charge, Dept. of Health & Family Welfare (Outside HRMS)
Special Secretary (MERT)	WBMES	Director of Medical Education	Dispensed with	Additional Chief Secretary, Dept. of Health & Family Welfare
MTRs	WBMES	Deputy Director of Medical Education	Dispensed with	Director of Medical Education
Lecturer/Assistant Professor, Institute of Pharmacy, Jalpaiguri	WBGs	Principal/ Principal in Charge/ Acting Principal	Deputy Director of Medical Education	Director of Medical Education
Nodal Officer for all the above posts: Dr. Kaushik Mitra				
Custodian for all the above posts: Dr. Munmun Das (Sarkar)				


Director of Medical Education
Government of West Bengal