

Government of West Bengal
Department of Health & Family Welfare
Swasthya Bhawan, Sector-V
GN-29, Salt Lake City, Kolkata-700091.

No. 896-P

Dated, Kolkata, 16.05.2023

ORDER

**Subject: Extension of the period for submission of online SAR for the
Appraisal Year 2018-19, 2019-20, 2020-21 and 2021-22.**

In pursuance to the Memorandum issued by the Audit Branch, Finance Department vide Memo No. 3244-F(eGov) dated 12.05.2022, the last date of submission/evaluation of the Online SAR for the Appraisal Year 2018-19, 2019-20 2020-21 and 2021-22 has been extended as below.

Type of Officer	Last date extended up to
Officer Reported Upon	31 st May, 2023
Reporting Officer	15 th June, 2023
Reviewing Officer	30 th June, 2023
Accepting Officer	15 th July, 2023

It has been observed that a number of Group A Officers reported upon under the H & FW Department did not submit their backlog SAR in time. Moreover, a number of SAR are still pending in the Inbox of Reporting Officers or Reviewing Officers.

Thus all the Group A officers reported upon/Reporting Officers/Reviewing Officers belongs to different cadre under the Department of Health & Family Welfare are instructed to submit/evaluate online SAR positively within the stipulated date.

All the Head of Offices at different level are instructed to circulate it and take necessary measure to ensure that all the Group A Officers under his/her control who are either Reported Upon or are Reporting Officer must submit/forward online SAR within the stipulated date.

It should be kept in mind that if the online SARs are not completed within due period of time, confirmation, promotion, CAS benefit of the respective Officers may be hampered

Treat the matter seriously and on priority basis.

Shw 16/05/2023
Director of Medical Education
West Bengal

Shw 16/05/23
Director of Health Services
West Bengal

Government of West Bengal
Finance Department
eGovernance Group

Memo No. 3244-F(eGov)

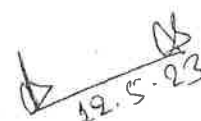
Dated:12/05/2023

Sub: Extension of the last dates for online Self-Appraisal Report (SAR)

In view of the repeated requests received from the Reporting/Reviewing/Accepting Officers as well as from the Officers Reported Upon, the last dates for evaluation and/or acceptance of the Self Appraisal Report (SAR) for the Appraisal Years 2018-19, 2019-20, 2020-21 and 2021-22 are extended as below:

Type of Officer	Last date extended up to
Officer Reported Upon	31 st May, 2023
Reporting Officer	15 th June, 2023
Reviewing Officer	30 th June, 2023
Accepting Officer	15 th July, 2023

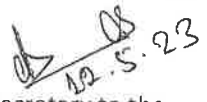
This is in modification of earlier memorandum no. 1702-F(eGov) dt. 06th April, 2023.


12.5.23

Special Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-I, 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-I.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-I.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak 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.....
14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
15. The Director
16. The District Magistrate/District Judge/Superintendent of Police,.....
17. The Sub-Divisional Officer,
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer,
22. The Group/..... Branch, Finance Department


Special Secretary to the
Government of West Bengal