

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF HEALTH SERVICES  
ADMINISTRATION BRANCH  
SWASTHYA BHAWAN, SALT LAKE  
SECTOR-V, KOLKATA-700091

No. HRMS/DHS-01-2018/299-P

Dated, Kol, the 25 April '2019

Circular

In pursuance of Govt. Memorandum No.2748-F(P2), dt. 27.04.2018 relating to "Introduction of online system of Self Appraisal Report in respect of Group-A employees of Govt. of W.B.", the procedure of submission of SAR in respect of all Group-A employees of Dept. of H & FW is already operative from the financial year 2017-18.

1. While scrutinizing the SAR status report of this Department for the financial year 2017-18, it has been observed that a numbers of Group-A officers belong to different Cadre did not submit their SAR through online for the financial year 2017-18. Thus, they are requested to submit their SAR through online from their ESS log-in positively for the financial year 2017-18 & also for the financial year 2018-19 within 30<sup>th</sup> April, 2019.
2. Those Group-A officers who has already submitted their SAR for the financial year 2017-18 are requested to submit their SAR through online from their ESS log-in positively for the financial year 2018-19 within 30<sup>th</sup> April, 2019
3. Moreover it is also observed that a numbers of SAR submitted by the Group-A officers for the financial year 2017-18 are pending before either to their respective Reporting/Reviewing officers. **Therefore, all the Reporting and Reviewing Officers of SAR of this Department are also requested to release the SAR for the financial year 2017-18 pending before them within 4<sup>th</sup> May, 2019 positively.**

For any assistance or information, communicate with the HRMS Cell of this Directorate.  
(Mail ID: [dhswb.hrms@gmail.com](mailto:dhswb.hrms@gmail.com))


  
Director of Health Services  
Govt. of West Bengal

No. HRMS/DHS-01-2018

Dated, Kol, the Sept '2018

Copy forwarded for necessary information to :-

1. The Commissioner, Deptt. of H & FW, Swasthya Bhawan, Kolkata – 91.
2. The DME, Dte. Of Medical Education, Swasthya Bhawan, Kolkata – 91.
3. The SS(GA), Deptt. of H & FW, Swasthya Bhawan, Kolkata – 91.
4. The Addl. Director(Personnel), Dte. Of Health Services, Swasthya Bhawan, Kol-91.
5. The Jt.DHS(Nursing), Dte. Of Health Services, Kolkata – 91.
6. The DDHS(Admn.), Dte. Of Health Services, Kolkata – 91.
7. All the Principal / MSVP/ Director/CMOH /Superintendent / ACMOH/PNO/Nursing Superintendent.....
8. The In-charge IT Cell, Swasthya Bhawan for web posting.

  
Director of Health Services  
Govt. of West Bengal