



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH AND FAMILY WELFARE**  
**HEALTH SERVICES (MEDICAL ADMINISTRATION) BRANCH**  
**SWASTHYA BHAVAN, GN-29, SECTOR-V,**  
**SALT LAKE, KOLKATA-700091**

No. HF/O/MA/636/ HFW-25099/75/2018-MA

Dated, Kolkata the 05th April, 2021

**NOTIFICATION**

In pursuance of Govt Memorandum no. 2748-F(P2), dated 27.04.2018 relating to "Introduction of online system of Self Appraisal Report in respect of Group-A employees of Government of West Bengal" and Govt. Memorandum no. 2861-F(Y), dated 06.05.2018 in respect of "Guidelines relating to submission of and gradation of Self Appraisal Reports for Group-A officers of the State Government", the list of hierarchy in relation to SAR (Self Appraisal Report) of following Group- A Officers as mentioned in column [B] has been mentioned in the table below. This hierarchy will be applicable for the year **2020-2021 onwards**.

Sl. No.	Post/ Designation	Reporting Officer	Reviewing Officer	Accepting Officer	Nodal Officer	Custodian Officer
[A]	[B]	[C]	[D]	[E]	[F]	[G]
1	a) Assistant Superintendent (Non Medical) posted at Teaching Hospitals	MSVP	Director/ Principal	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
	b) Assistant Superintendent (Non Medical) posted at Institute of Psychiatry	Director, Institute of Psychiatry	<i>Dispensed with</i>	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
	c) Assistant Superintendent (Non Medical) posted at Dental Colleges	Principal/ MSVP	<i>Dispensed with</i>	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
	d) Assistant Superintendent (Non Medical) posted at Gandhi Memorial Hospital, Kalyani, Nadia	MSVP	<i>Dispensed with</i>	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
2	Assistant Superintendent (Non Medical) posted at Non Teaching Hospitals	Superintendent	CMOH	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
3	Assistant Superintendent (Non Medical) posted at Decentralized Hospitals	Superintendent	<i>Dispensed with</i>	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
4	Physicist cum Radiation Safety Officer posted at Teaching Hospitals	HOD (RT)	MSVP	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
5	Physicist cum Radiation Safety Officer posted at Non Teaching Hospitals	Superintendent	CMOH	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
6	Clinical Psychologist/ Psychologist posted at Teaching Hospitals	HOD (Psychiatry)	MSVP	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)
7	Clinical Psychologist/ Psychologist posted at Non Teaching Hospitals	Superintendent	CMOH	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)

Sl. No.	Post/ Designation	Reporting Officer	Reviewing Officer	Accepting Officer	Nodal Officer	Custodian Officer
[A]	[B]	[C]	[D]	[E]	[F]	[G]
8	Clinical Psychologist/ Psychologist posted at Decentralized Hospital	Superintendent	<i>Dispensed with</i>	Secretary (HS)	Assistant Secretary (MA)	Jt. Secretary (MA)/ Dy. Secretary (MA)

By Order of the Governor

Sd./=

*Secretary (HS)*

to the Government of West Bengal.

No. HF/O/MA/636/ HFW-25099/75/2018-MA/1(25)

Dated, Kolkata the 05th April, 2021

Copy forwarded for information & necessary action to the---

1. Principal Accountant General (A & E), West Bengal.
2. The Accountant General (A & E), West Bengal
3. The Accountant General (Local Bodies Audit), West Bengal, CGO Complex, Salt Lake City, Kolkata- 700064
4. The Director of Health Services, Government of West Bengal
5. The Director of Medical Education Services, Government of West Bengal
- 6-9. Additional Director of Health Services (Admn/AA&V/ Accounts/ North Bengal Zone), West Bengal.
10. Principal, \_\_\_\_\_
11. MSVP, \_\_\_\_\_
- 12-13. Deputy Director of Health Services (Admn/ HA), West Bengal.
14. Assistant Director of Health Services (P&E), West Bengal.
15. Chief Medical Officer of Health, \_\_\_\_\_
16. Superintendent/ BMOH, \_\_\_\_\_
17. P.A. to the Secretary, Department of Health & FW
18. P.A. to Director SPSRC & Secretary (MS), Department of Health & FW
19. P. A. to MD (NHM), Commissioner (Family Welfare) & Secretary, Department of Health and Family Welfare.
20. P.A. to AMD (NHM), Project Director, WBSAPCS, Member Secretary SBDC, Addl. Secretary, Dept. of Health & FW
21. Dr. \_\_\_\_\_
22. \_\_\_\_\_
23. Co-ordinator I.T. Cell; to publish the order in the website along with the Annexure
24. Dealing Assistant
25. Guard file.

*Pushpendu Sengupta*

*Joint Secretary*

to the Government of West Bengal.