

Very Urgent
AD (TICs)
to all of the
in this Directorate
12/11/07

No. 3939-F

Government of West Bengal
Finance Department
Audit Branch

Kolkata, the 17th May, 2007.



Sub : Introduction of Self Appraisal Report in place of Annual Confidential Report for the Officers belonging to the cadre of West Bengal Audit & Accounts Service on and from 2007-2008 - General instructions regarding writing and communication of self performance Appraisal.

MEMORANDUM

On the basis of recommendation of the Consultative Committee constituted for State Services, the Government has decided to introduce 'Self Appraisal Report' uniformly for the officers of all constituted State Services, like WBCS(Exe.) officers. This Department after thorough examination in the matter has since decided to introduce the same and has drawn up a format of 'Self Appraisal Report' for the Officers belonging to the cadre of West Bengal Audit & Accounts Service of the State Govt. in lieu of earlier Annual Confidential Report. This revised Confidential Reports with Self-Appraisal of performance will come into effect from the financial year 2007-2008 and the same is being circulated to all the Administrative Departments and District Magistrates etc. for taking appropriate steps to initiate the Confidential Reports as aforesaid.

Consequent upon introduction of performance appraisal through Confidential Reports in respect of the WBA&AS Officers, this Department has been under contemplation of issuance of self-contained guidelines in the matter of writing and transmission of Confidential Reports in supersession of the earlier guidelines issued by this Department from time to time. After careful consideration, the following guidelines are being issued for necessary compliance hereinafter :-

1. a) Self Appraisal Reports shall come into effect from 1st of April, 2007, i.e., from financial year 2007-2008 and shall be written separately for the every year, in triplicate, after ending on 31st March of the following year.
- b) The Officer Reported upon shall fill in the personal data in Part-I & Part-II of the specified format with his/her full signature and the post(s) held by him/her during the period under report and submit the Report to the Reporting Officer within one month of the close of the financial year, i.e., by the 30th April.

- c) The Govt. has specified the designation of the Reporting Officer, Reviewing Officer (i.e. the Countersigning Officer)/ Accepting Authority in respect of all the officers Reported Upon as per enclosed schedule.
 - d) The Reporting Officer shall record his views in Part-III of the specified format and transmit the same to the Reviewing Officer by the 30th June next, preserving an office copy at his end.
 - e) After recording comments in Part-IV, the Reviewing Officer shall transmit the Confidential Reports to the next higher authority, i.e. the Accepting Officer by 31st July next. In case, where the Reviewing Officer is also the Accepting Officer, the report shall be sent to Finance Deptt. by the 31st July next. In case of WBA&AS officers, the Principal Secretary will be invariably the Accepting Officer.
 - f) The Finance Department shall be the custodian of the Confidential Reports and shall review the position from time to time so as to procure all Confidential Reports by the 31st August next.
 - g) In place the existing grading system, with the introduction of Self Appraisal Report, the grading in respect of WBA&AS officers are 'Outstanding', 'Very Good', 'Good', 'Average' and 'Below Average'.
2. a) Within a Financial Year a Confidential Report may be drawn for fractional period when either the Reporting Officer or the Officer Reported Upon relinquishes the charge of the post. In such cases the Officer Reported upon shall fill in the data & submit the Report to the Reporting Officer at the time of relinquishment of the charge of the post or immediately thereafter.
- b) When more than one Confidential Reports are drawn on an Officer during the course of a financial year, each of the reports shall indicate the period to which it pertains.
- c) The Reporting Officer and the Countersigning Officer, as the case may be shall draw, countersign the Confidential Reports of an Officer Reported Upon, if he/she ^{has} observed the performance of the Officer concerned for at least three months of a year.

In case, the Officer(s) at any of the above levels has been observed the performance of an Officer Reported Upon for at least three months during a year, the process shall start at the next higher level. In the event, the above stipulation is not fulfilled a note to that effect shall be endorsed with the Annual Confidential Report before passing it on to the next authority.

- d) However, when the Confidential Reports of any officer is found to have not been initiated/countersigned for particular year(s) and the then officers mentioned as authorities are not available at the present place, the existing officers will initiate/countersign the Confidential Report of the concerned officer on the basis of the performance and other available records.
- e) An Officer shall not be competent to report or countersign the Confidential Reports of an Officer Reported upon after one month of the retirement from Govt. service or, in other cases, demission of office.
- f) If the Confidential Reports of any officer(s) for some past year(s) are not available either in the Finance Deptt. or in the office where he/they worked, the Finance Deptt. will call for performance report of the concerned officer(s) from the existing authorities in order to enable the Joint Secretary/Special Secretary (Group-'T') to initiate the Annual Confidential Report(s) of such officer(s) and place before the Secretary/Pr. Secretary, Finance Deptt. for countersignature.
- g) Name of the Officer Reported Upon in the Confidential Reports is often shown in abbreviated form instead of showing the full name. In such cases, it becomes difficult to identify the Officer and to place the Confidential Report in the appropriate folder, resulting in mixing up with Confidential Reports of other Officers having the same abbreviated name. Therefore, the full name alongwith designation of the Officer reported upon must be mentioned clearly in the Confidential Reports.

3. INTEGRITY

The following instructions are issued in regard to filling the column on "Integrity" :

- a) Supervisory Officers should maintain a confidential diary in which instances creating suspicion about the integrity of an Officer reported upon should be noted from time to time and the actions to verify the truth of such suspicions should be taken expeditiously by making

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confidential enquiries departmentally or by referring the matter to the Vigilance Commission. At the time of recording the Confidential Report, this diary should be consulted and the material in it to be utilised for filling in the column on "integrity".

- b) If some adverse material is recorded in the column specified for "integrity" then the Confidential Report should accompany evidence of the adverse comments.
- c) The column for "integrity" should not be filled up by the remarks "Average" or "Below Average" since they are of ambiguous nature and said column also should not be left blank.

4. COMMUNICATION OF ADVERSE/CRITICAL REMARKS :

- a) Any remark in the Confidential Report of an Officer reported upon, which in the opinion of the Government is adverse or critical or "Below Average" should be communicated to the officer in writing by the Government within three months of receipt of the Confidential Report and a note to this effect should be recorded in the Confidential Report files.
- b) An Officer may represent to the Government against the adverse remarks so communicated within three months of the date of its receipt by him/her or within such other extended date as the Government may allow.
- c) The Government after consulting the Reporting Officer or the Reviewing Officer as may be necessary consider the representation and pass order on it as early as possible, either :
 - i) Rejecting the representation ; or
 - ii) Toning down or substituting the remarks ; or
 - iii) Expunging the remarks.

The Order passed by the Govt. shall be final and the officer should be suitably informed. The necessary change in the S. A. R. should be effected under attestation by the proper authority.

- d) A remark recorded by an officer in the confidential Report should prevail unless it is contradicted by any of the Higher Authorities to whom it is required to be submitted or modified under para 4(c).

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5. Incidentally, in terms of Finance Department Memo No. 9135-F dt. 10-09-2002, the WBA&AS Officers will also additionally have to score 70% on attendance to become eligible for appointment in higher pay scales, both functional and non-functional and marking on attendance in their cases shall be as per the format prescribed in Finance Department's aforesaid Memorandum dated 10-09-2002. Assessment of the WBA&AS Officers upto 2006-2007 shall, however, be drawn up in the previous format. The appraisal of attendance of the Officer Reported upon is being incorporated in the Part-VI of this Report.

6. These instructions are brought to the notice of all the Administrative Departments including all Divisional Commissioners and District Magistrates for proper circulation, to all Heads of Directorate, Regional Officers and Public Sector undertakings as well as Sub-Divisional Officers for compliance and guideline.

Sd/- P.K. Guha Roy

DSD & e.o. Special Secretary
Government of West Bengal
Finance Department

STATEMENT CONTAINING THE DESIGNATIONS OF REPORTING AND
REVIEWING AUTHORITIES FOR DRAWAL OF
ANNUAL CONFIDENTIAL REPORTS IN RESPECT OF POSTS HELD BY
OFFICERS OF THE CADRE OF WEST BENGAL AUDIT & ACCOUNTS SERVICE

Departments	P o s t s	Reporting Officer	Reviewing Officer
Agriculture	Deputy Director (Accounts), Direc- torate of Agriculture	Director	Secy./Pr.Secy.
Agriculture	Finance & Accounts Officer, West Bengal State Seeds Corporation.	M.D.	Secy./Pr.Secy.
Agriculture	Joint Director (Audit) Directo- rate of Agriculture	Director	Secy./Pr.Secy.
Animal Resources Development	Accounts Officer State Dairy, District Towns.	Jt. Milk Commissioner	Milk Commissioner
Animal Resources Development	Accounts Officer, World Food Programme 618	Director	Jt.Secy. A.P.D.
Animal Resources Development	Assistant Director (Audit & A/cs.) Animal Resources Development Dte.	Director	Secy./Pr.Secy.
Animal Resources Development	Assistant Director of ARD(Accounts) ARD Directorate.	Director	Secy./Pr. Secy.
Animal Resources Development	Assistant Director of ARD(Accounts), Dte. of A.R.D. N.S. Bldg.	Director	Secy./Pr.Secy.
Animal Resources Development	Assistant Director of ARD(Accounts), Salboni Composite State Animal Husbandry Farm, Salboni.	Jt.Director	Director
Animal Resources Development	Assistant Director of ARD(Accounts) State Live Stock Farm, Kalyani.	Jt. Director	Director
Animal Resources Development	Assistant Milk Commissioner(A/cs.) O/o the Milk Commissioner (Salos)	Jt.Milk Commissioner	Milk Commissioner
Animal Resources Development	Assistant Milk Commissioner(A/cs) Haringhata Dairy Firm	Jt. Milk Commissioner	Milk Commissioner
Animal Resources Development	Asstt. Director of ARD (SPF A/cs) State Poultry Firm	Dy./Jt. Director	Director

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Animal Resources Development	Asstt. Finance Officer, W.B. University of Animals & Fisheries Science.	Finance Officer	Vice-Chancellor
Animal Resources Development	Asstt. Milk Commissioner(A/cs.) (Cash) O/o the Milk Commsr. (Sales).	Jt. Milk Commissioner	Milk Commissioner
Animal Resources Development	Deputy Director of Internal Audit, Animal Resources Development Dte.	Director	Secy./Pr. Secy.
Animal Resources Development	Deputy Milk Commissioner(Accounts)	Jt. Milk Commissioner	Milk Commissioner
Animal Resources Development	Finance Officer, West Bengal University of Animal & Fisheries Science	V.C.	Secy./Pr. Secy.
Animal Resources Development	Joint Milk Commissioner(Accounts)	Milk Commissioner	Secy./Pr. Secy.
B.C. Welfare	Finance Officer, W.B. Tribal Development Corporation Ltd.	M.D.	Secy./Pr. Secy.
Backward Class Welfare	Finance Officer, Backward Classes Development & Finance Corporation.	M.D.	Secy./Pr. Secy.
Backward Classes Welfare	General Manager (Accounts), W.C. & S.T. Dev. Finance Corporation.	M.D., S.C. & S.T. Dev. Finance Corpn.	Secy./Pr. Secy.
Commerce & Industries	Accounts Officer, W.B., Government Press	Controller of Printing	Secy./Pr. Secy.
Commerce & Industries	Addl. Registrar of Firms & Societies	Registrar	Secy./Pr. Secy.
Commerce & Industries	Assistant Director of Industrial Training (Accounts)	Director	Secy./Pr. Secy.
Commerce & Industries	Assistant Director of Industries(Audit)	Director	Secy./Pr. Secy.
Commerce & Industries	Chief Accounts Officer W.B. Industrial Infrastructure Development Corpn.	M.D.	Secy./Pr. Secy.
Commerce & Industries	Deputy Director of Cinchona (Audit & Accounts) Mangpu	Director	Secy./Pr. Secy.
Commerce & Industries	Deputy Director of Industries (Audit & I/cs), Directorate of Industries	Director	Secy./Pr. Secy.

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Commerce & Industries	Dy. Manager (Audits & Billing), Greater Calcutta Gas Supply Corpn.	M. D.	Secy./Pr. Secy.
Commerce & Industries	Dy. Manager, Internal Audit, Greater Calcutta Gas Supply Corporation	M. D.	Secy./Pr. Secy.
Commerce & Industries	Manager Finance, Greater Calcutta Gas Supply Corpn.	M. D.	Secy./Pr. Secy.
Commerce & Industries	Registrar of Firms Societies & Non-trading Corporations	Jt. Secy./ Spl. Secy.	Secy./Pr. Secy.
Consumer Affairs	Accounts Officer, O/o. the Controller of legal Metrology	Contro-ller	Secy./Pr. Secy.
Consumer Affairs	Dy. Director (Accounts), Directorate of Consumer Affairs	Director	Secy./Pr. Secy.
Co-operation	Accounts Officer, West Bengal Co-operative Union	Chairman	Secy./Pr. Secy.
Co-operation	Addl. Director of Co-operative Audit	Director	Secy./Pr. Secy.
Co-operation	Dy. Director of Co-operative Audit, Kolkata	Director	Secy./Pr. Secy.
Co-operation	Dy. Director of Co-operative Audit, Districts	Director	Secy./Pr. Secy.
Cottage & Small Scale Industries	Accounts Officer, Central Engg. Organisation, Dasnagar, Howrah	Works Manager	Director
Cottage & Small Scale Industries	Accounts Officer, Dte. of Sericulture, Dists.	Jt. Director	Director
Cottage & Small Scale Industries	Assistant Director (A/cs.) Directorate of Sericulture	Director	Secy./Pr. Secy.
Cottage & Small Scale Industries	Assistant Director of Director Cottage & Small Scale Industries (Accounts)	Director	Secy./Pr. Secy.
Cottage & Small Scale Industries	Assistant Director (A/cs.) Directorate of Handlooms & Textiles	Director	Secy./Pr. Secy.
Cottage & Small	Chief Accounts Officer, Directorate of Sericulture	Director	Secy./Pr. Secy.

Cottage & Small Scale Industries	Chief Accounts Officer, W.B.Handloom & Powerloom Dev.Corpn.Limited	M.D.	Secy./pr.Secy.
Cottage & Small Scale Industries	Chief Accounts Officer, W.B.Small Industries Corporation	M.D.	Secy./Pr.Secy.
Cottage & Small Scale Industries	Dy.Director(Audit), Dte. of Sericulture	Director	Secy./Pr.Secy.
Cottage & Small Scale Industries	Dy.Director of A/cs. Dte.of Cottage & Small Scale Industries	Director	Secy./Pr.Secy.
Cottage & Small Scale Industries	F.A.& C.A.O., Khadi & Village Industries Board	C.E.O.	Secy./Pr.Secy.
Cottage & Small Scale Industries	Jt.Director of Audit, Directorate of Cottage & Small Scale Industries	Director	Secy./Pr.Secy.
Dev.& Planning	Accounts Officer, Dev.& Planning Deptt.	Jt.Secy./ Spl.Secy.	Secy./Pr.Secy.
Dev.& Planning	Dy.Director(Audit & A/cs.)Bureau of Applied Economics and Statistics	Director	Secy./Pr.Secy.
Election & Constitution	Accounts Officer, Office of the District Election Officer, Kolkata	District Election Officer	C.E.O.
Environment	Accounts Officer, N.B. Pollution Control Board	Member Secy.	Chairman
Excise	Asstt.Commissioner(A/cs.) Directorate of Excise	Commissioner	Secy./Pr. Secy.
Finance	Accounts Member, W.B. Commercial Tax Appellate & Revision Board	President W.B.C.T.A. R.B.	Secy./Pr.Secy.
Finance	Accounts Officer, Public Service Commission, West Bengal	Secy.	Chairman
Finance	Additional Pay & Accounts Officer	P.A.O.	Dte.of Try. & A/cs.
Finance	Additional Treasury Officer at District Head Quarter	Treasury Officer	Collector
Finance	Additional Treasury Officer at outlying Sub-Division	Treasury Officer	S.D.O.

	General of Registration	Registration	Registration
Finance	Assistant Director (Accounts), Directorate of State Lotteries	Director	Secy./Pr. Secy.
Finance	Assistant Director of Treasuries & Accounts	Director	Secy./Pr. Secy.
Finance	Assistant Director, Dte. of pension, Provident Fund & Group Insurance	Director	Secy./Pr. Secy.
Finance	Deputy Commissioner (Audit & A/cs.) Directorate of Excise	Commissioner Directorate of Excise	Secy./Pr. Secy.
Finance	Deputy Commissioner (Accounts), Directorate of Commercial Tax	Commissioner of Com. Tax	Secy./Pr. Secy.
Finance	Deputy Commissioner (Audit), Directorate of Commercial Tax	Commissioner of Com. Tax	Secy./Pr. Secy.
Finance	Jt. Commissioner of Stamps, Inspector General of Registration	I.G. Registration	Secy./Pr. Secy.
Finance	Deputy Commissioner, Finance (IA) Department	Commissioner, Finance(IA) Deptt.	Secy./Pr. Secy.
Finance	Deputy Director (Accounts), Directorate of Entry Tax	Director	Secy./Pr. Secy.
Finance	Deputy Director of Treasuries & Accounts	Director	Secy./Pr. Secy.
Finance	Deputy Director of Treasuries & Accounts (Computer Monitoring)	Director	Secy./Pr. Secy.
Finance	Dy. Director of State Lotteries (Audit & Accounts) Dte. State Lotteries	Director	Secy./Pr. Secy.
Finance	Dy. Director, Directorate of Pension, Provident Fund & Group Insurance	Director	Secy./Pr. Secy.
Finance	Internal Audit Officer Internal Audit Branch	Dy. Commissioner	Commissioner
Finance	Internal Audit Officer, Internal Audit Branch	Dy. Commissioner	Commissioner
Finance	Joint Director (Pension Disbursement)	Director	Secy./Pr. Secy.
Finance	Joint Director of Treasuries & Accounts (Computer Monitoring)	Director	Secy./Pr. Secy.
Finance	Leave Reserve & Deputation Reserve Post	Jt./Spl. Secretary	Secy./Pr. Secy.

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	Kolkata Pay & Accounts Office-II	Treasuries & Accounts	
Finance	Principal Accounts Officer Finance (Budget) Department.	Jt. Secy. Finance (Budget) Deptt.	Secy./Pr. Secy.
Finance	Senior System Analyst D.P.C., Finance Department	Jt. Secy., Finance (Budget) Deptt.	Secy./Pr. Secy.
Finance	Trainee Reserve, Finance Department	Dy. Secretary	Jt. Secy./Spl. Secy.
Finance	Treasury Officer, Sub. Divisions	S.D.O.	D.M.
Finance	Treasury Officer- District Head Quarters	Collector	Commissioner
Fisheries	Executive Finance, W.B. State Fishermen's Co- operative Federation Ltd.	M-D.	Secy./Pr. Secy.
Food & Supplies	A/cs. Officer, O/O the Dy. Dir. Rationing, District Towns	Dy. Director	Director
Fisheries	Manager (Finance) West Bengal Fisheries Development Corporation	M.D.	Secy./Pr. Secy.
Food & Supp Supplies	Accounts Officer Department of Food and Supply	Sr. A/cs. Officer	Secy./Pr. Secy.
Food & Supplies	Accounts Officer, Deputy Controller-Rationing, IA-1 & IA-2	Dy. Controller	Director
Food & Supplies	Accounts Officer, O/O the District Controller of Food & Supplies	D.C., & F & S	D.G., Food
Food & Supplies	Assistant Director of Finance	Director	Secy./Pr. Secy.
Food & Supp Supplies	Assistant Director of Rationing (Accounts)	Director	Secy./Pr. Secy.
Food & Supplies	Chief Accounts Officer Essential Commodities Supply Corporation	M.D., E.C.S. Corporation	Secy./Pr. Secy.
Food & Supplies	Deputy Director of Finance, Food & Supplies Department	Director	Secy./Pr. Secy.
Food & Supplies	Director of Finance	D.G., Food	Commissioner, Food
Food & Supplies	Joint Director of Finance, Food & Supplies Department	Director	D.G., Food
Food & Supplies	Special Officer, Railway Claims, Food & Supplies Department	Director of Finance	Secy./Pr. Secy.

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Food & Supplies	Sr. Accounts Officer Food & Supplies Department.	Jt. Secy./ Spl. Secy.	Secy./Pr. Secy
Forest	F.A. & C.A.O., W.B. Forest Development Corporation Ltd.	M.D.	- Do -
Forest	Cost Accounts Officer, W.B. Forest Development Corporation Ltd.	M.D.	- Do -
Health & Family Welfare	Accounts Officer, Bankura Sammilani Medical College	Principal	D.M.E.
Health & Family Welfare	Accounts Officer Bankura Sammilani Medical College & Hospital	M.S.V.P.	D.M.E.
Health & Family Welfare	Accounts Officer Burdwan Medical College	Principal	D.M.E.
Health & Family Welfare	Accounts Officer Burdwan Medical College & Hospital	M.S.V.P.	D.M.E.
Health & Family Welfare	Accounts Officer Homeopathy Medical College	Principal	Director (Homoeopathy)
Health & Family Welfare	Accounts Officer, Central Medical Stores	Dy. Director of Health Services	D.H.S.
Health & Family Welfare	Accounts Officer, Chittaranjan Seva Sadan	Supdt.	D.M.S.
Health & Family Welfare	Accounts Officer, Dr. B.C. Roy Children Hospital	Principal	D.H.S.
Health & Family Welfare	Accounts Officer, Dr. B.C. Roy Chest Sanatorium Dhubulia	Superintendent	D.H.S.
Health & Family Welfare	Accounts Officer Gandhi Memorial Hospital Kalyani,	- Do -	D.H.S.
Health & Family Welfare	Accounts Officer, I.P.G.M.E.R.	Director	D.M.E.
Health & Family Welfare	Accounts Officer Infectious Disease Hospital, Beliaghata	Principal	D.M.E.
Health & Family Welfare	A.C., J.B. Roy State Ayurvedic College & Hospital	Superintendent	Director (Ayurvedic)
Health & Family Welfare	A.O., K.S. Roy T.B. Hospital	Superintendent	D.H.S.

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Health & Family Welfare	Accounts Officer, H. R. Bangur Hospital	Superintendent	D. H. S.
Health & Family Welfare	Accounts Officer, Medical College and Hospital, Kolkata	M. S. V. P.	D. M. E.
Health & Family Welfare	Accounts Officer, Medical College, Kol.	Principal	D. M. E.
Health & Family Welfare	Accounts Officer, Medinipur Medical College	Principal	D. M. E.
Health & Family Welfare	Accounts Officer National Medical College	Principal	D. M. E.
Health & Family Welfare	Accounts Officer, National Medical College and Hospital	M. S. V. P.	D. M. E.
Health & Family Welfare	Accounts Officer, Netaji Subhas T. B. Sanatorium Kalyani.	Superintendent	D. M. E.
Health & Family Welfare	Accounts Officer, Nil Ratan Sarkar Medical College	Principal	D. M. E.
Health & Family Welfare	Accounts Officer, Nil Ratan Sarkar Medical College & Hospital, Kolkata	M. S. V. P.	D. M. E.
Health & Family Welfare	Accounts Officer, North Bengal Medical College	Principal	D. M. E.
Health & Family Welfare	Accounts Officer, North Bengal Medical College & Hospital, Siliguri.	M. S. V. P.	D. M. E.
Health & Family Welfare	Accounts Officer, C/o, the CMOH-Districts	C. M. O. H.	D. H. S.
Health & Family Welfare	Accounts Officer, R. G. Kar Medical College & Hospital	M. S. V. P.	D. M. E.
Health & Family Welfare	Accounts Officer, R. G. Kar Medical College	Principal	D. M. E.
Health & Family Welfare	Accounts Officer, S. B. Dey T. B. Sanatorium, Kurseong	Superintendent	D. H. S.
Health & Family Welfare	Accounts Officer, S. S. K. M. Hospital	M. S. V. P.	D. M. E.
Health & Family Welfare	Accounts Officer Sambhunath Pandit Hospital Hospital	Superintendent	D. H. S.

Health & Family Welfare	Accounts Officer, School of Tropical Medicine	Director	D.M.E.
Health & Family Welfare	Addl. Director (A.A.&V.) Directorate of Health Services	Director of Health Services	Secy./Pr. Secy.
Health & Family Welfare	Assistant Director (Accounts), Central Medical Stores DHS	Dy. D.H.S.	D.H.S.
Health & Family Welfare	Assistant Director (Accounts), State Health Transport Orgn. DHS.	Dy. D.H.S.	D.H.S.
Health & Family Welfare	Controller of Finance (AIDS Society) Directorate of Health Services	State Project Director	Secy./Pr. Secy.
Health & Family Welfare	Deputy Director (A.A.&V.) Directorate of Health Services	D.H.S.	Secy./Pr. Secy.
Health & Family Welfare	Deputy Director (Accounts) Directorate of Health Services	D.H.S.	Secy./Pr. Secy.
Health & Family Welfare	Jt. Director (Accounts) Indo-German Basic Health Project	State Project Director	Secy./Pr. Secy.
Health & Family Welfare	Finance Officer, West Bengal Medical University	V.C.	Secy./Pr. Secy.
Health & Family Welfare	Joint Director, State Health Development Project	Director	Secy./Pr. Secy.
Health & Family Welfare	Spl. Officer (Admn.), Prof. N.H.I. of Medl. Edn. & Research Science, Kalyani	Director	D.M.E.
Health & Family Welfare	Assistant Director (A.A. & V.)	Director	Secy./Pr. Secy.
Higher Education	Accounts Officer, B.E. College, Shibpur	Finance Officer	Vice. Chancellor
Higher Education	Accounts Officer, Higher Education Department	Jt. Secy./ Spl. Secy.	Secy./Pr. Secy.
Higher Education	Accounts Officer, Higher Education Department	Dy. Secy./Jt. Secy.	Secy./Pr. Secy.
Higher Education	Accounts Officer, Jalpaiguri Engineering College	Principal	Secy./Pr. Secy.
Higher Education	Accounts Officer, Kalyani Engineering College	Principal	Secy./Pr. Secy.
Higher Education	Accounts Officer, Presidency College	Principal	Secy./Pr. Secy.

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Higher Education	Assistant Director of Public Instruction (Accounts), (Pay Packet)	D.P.I.	Secy./Pr.Secy.
Higher Education	Assistant Director (Audit & A/Cs.), Dte. of Public Instruction (Scholarship)	D.P.I.	Secy./Pr.Secy.
Higher Education	Asstt. Director (Audit & A/Cs.), Dte. of Public Instruction (Pay Packet)	D.P.I.	Secy./Pr.Secy.
Higher Education	Deputy Director (Accounts), Dte. of Public Instruction (Pay Packet)	D.P.I.	Secy./Pr.Secy.
Higher Education	Deputy Director (Accounts), Directorate of Public Instruction	D.P.I.	Secy./Pr.Secy.
Hill Affairs	Audit Officer, Darjeeling Gorkha Hill Council	Chief Controller of Finance, DGHC/F.S., DGHC	Pr.Secy, DGHC
Hill Affairs	Chief Controller of Finance, Darjeeling Gorkha Hill Council	Secy./Pr.Secy. DGHC	Secy./Pr. Secy. Hill Affairs Department
Hill Affairs	Finance Officer, Darjeeling Gorkha Hill Council	Fin.Secy., DGHC	Pr.Secy. DGHC
Home	Accounts Officer, West Bengal Human Rights Commission	Secy., W.B.H.R.C.	Chairman W.B.H.R.C.
Home (Civil Defence)	Accounts Officer, NCC	Jt.Secy./Spl. Secy.	Secy./Pr. Secy.
Home (Police)	Assistant Director (Audit & A/Cs.), State Forensic Science Laboratory	Director	Secy./Pr. Secy.
Home (Political)	Accounts Officer, State Election Commission	Secretary, State Election Commission	Chairman, State Election Commission
Home (Political)	Accounts Officer, Governor's (Household) Secretariate	Jt. Secy.	Secy. To the Governor
Housing	Assistant Director (Commercial A/Cs.), Mechanised Brick-making Factory, Palta	Director	Secy./Pr. Secy.
Housing	Deputy Director (Audit & Accounts) Directorate of Brick Production	Director	Secy./Pr. Secy.
Housing	Deputy Financial Advisor West Bengal Housing Board.	Commissioner	Secy./Pr. Secy.

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Industrial Recons- truction	Assistant Manager, Westing House & Saxby Farmer	M.D.	Secy./Pr.Secy.
Industrial Recons- truction	Chief Accounts Officer, & Company Secretary Eastern Distilleries Ltd.	M.D.	Secy./Pr.Secy.
Industrial Recons- truction	Chief Accounts Officer Engel(India) Ltd.	M.D.	Secy./Pr. Secy.
Industrial Reconstru- ction	Chief Accounts Officer Gluconate India Ltd.	M.D.	Secy./Pr.Secy.
Industrial Reconstru- ction	Chief Accounts Officer Krishna Glass & Silicates Ltd.	M.D.	Secy./Pr.Secy.
Industrial Reconstru- ction	Company Secretary, Westing House Saxby Farmer	M.D.	Secy./Pr.Secy.
Industrial Reconstru- ction	Controller of Finance	Secy./Pr.Secy.	Dispensed with
Informa- tion & Cultural Affairs	Accounts Officer, Nandan	C.E.O.	Secy./Pr.Secy.
Informa- tion & Cultural Affairs	Chief Accounts Officer Basumati Corporation Limited	M.D.	Secy./Pr.Secy.
Informa- tion & Cultural Affairs	Deputy Director (Audit) & Accounts) Directorate of Archaeology	Director	Secy./Pr.Secy.
Judicial	Accounts Officer Administrator General & Official Trustee, West Bengal	A.G.O.T.	Secy./Pr.Secy.
Labour	Accounts Officer, ESI,CMS	Dy. Director	Director
Labour	Accounts Officer, ESI Hospital	Superintendent	Director
Labour	Accounts Officer, O/o the A.M.O., Employees State Insurance Directorate	A.M.O.	Director
Labour	Accounts Officer, West Bengal Labour Welfare Board	Welfare Commi- ssioner	Secy./Pr.Secy.
Labour	Assistant Director (Accounts), Employees State Insurance Directorate	Director	Secy./Pr.Secy.

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Labour	Assistant Director of E.S.I.(Accounts), E.S.I. (MB) Scheme	Director	Secy./Pr.Secy.
Labour	Assistant Director of E.S.I.(Audit)	Director	Secy./Pr.Secy.
Labour	Assistant Director of ESI(A/cs.) E.S.I. (C.M.S.)	Dy. Director	Director
Labour	Controller of Finance & Chief Accounts Officer Directorate of Labour	Labour Commissioner	Secy./Pr.Secy.
Labour	Deputy Director (Audit & Accounts), Directorate of N.E.Services	Director	Secy./Pr.Secy.
Land & Land Reforms	Accounts Officer (Stores)	Jt. Secy.	Spl.Secy./Secy.
Land & Land Reforms	Accounts Officer, Land Acquisition Collector's Offices	L.A.Collector	Collector
Land & Land Reforms	Audit Officer	Jt.Secy./Spl. Secy.	Secy./Pr.Secy.
Land & Land Reforms	Internal Audit Officer, Land & Land Reforms Department	Audit Officer	Spl.Secy.
Mass Education Extension	Assistant Director of Mass Education (Accounts)	Director	Secy./Pr.Secy.
Minorities Welfare & Dev.	Chief Accounts Officer, W.B.Minority Development & Finance Corpn.	M.D.A,W.B.M.D. & F. Corpn.	Secy./Pr.Secy.
Municipal Affairs	Assistant Director (Chinsura & Siliguri), D.L.B.	Director	Secy./Pr.Secy.
Municipal Affairs	Assistant Director, Directorate of Fire Services.	Director	Secy./Pr.Secy.
Municipal Affairs	Assistant Director (Calcutta), D.L.B.	Director	Secy./Pr. Secy.
Municipal Affairs	Chief Auditor, Howrah Municipal Corporation	Mayor	Secy./Pr.Secy. M.A.Department
Municipal Affairs	Chief Auditor, Kolkata Municipal Corporation	Mayor	Secy./Pr.Secy. M.A.Department
Municipal Affairs	Controller of Finance Howrah Municipal Corporation	Commissioner	Secy./Pr.Secy.

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Affairs	Municipal Corporation		Secy./Pr.Secy.
Municipal Affairs	Finance Officer Bidhannagar Municipality	Chairman	Director of Local Bodies
Municipal Affairs	Finance Officer, West Bengal Valuation Board	Member Secretary	Chairman
Municipal Affairs	Finance Officer Chandannagar Municipal Corporation	C.E.O.	Secy./Pr.Secy.
Municipal Affairs	Finance Officer, Municipality	Chairman	Director of Local Bodies
Municipal Affairs	Finance Officer, Siliguri Municipal Corporation	C.E.O.	Secy./Pr. Secy.
Municipal Affairs	Officer on Special Duty West Bengal Valuation Board	Chairman	Secy./Pr. Secy.
Municipal Affairs	Municipal Finance Expert, K.U.S.P.	Director, K.U.S.P.	Secy./Pr.Secy. M.A. Deptt.
Municipal Affairs	Financial Advisor, S.U.D.A.	Director, S.U.D.A.	Secy./Pr.Secy. M.A. Deptt.
Municipal Affairs	Finance Officer, K.U.S.P.	Director, K.U.S.P.	Secy./Pr.Secy. M.A. Deptt.
Municipal Affairs	Accounts Officer, S.U.D.A.	Director, S.U.D.A.	Secy./Pr.Secy. M.A. Deptt.
Panchayat & Rural Dev.	Finance Officer, District Rural Development Cell	Project Director D.R.D. Cell	Exe. Officer, Zilla Parishad/ D.M.
Panchayat and Rural Dev.	Financial Controller & Chief Accounts, Officer Zilla Parishad (including Siliguri Mahakuma Parishad)	Executive Officer	Secy./Pr.Secy.
Panchayat and Rural Dev.	Parishad Accounts & Audit Officer, Siliguri Mahakuma Parishad	Exe. Officer	Secy./Pr.Secy. P. & RD Deptt.
Panchayat and Rural Dev.	Parishad Accounts and Audit Officer (Hq.)	Director	Secy./Pr. Secy.
Panchayat and Rural Dev.	Parishad Accounts and Audit Officer	Addl. D.M.	D.M.
Panchayat and Rural Dev.	Regional Accounts and Audit Officer, Presidency/Jalpaiguri/ Burdwan Division	Divisional Commissioner	Secy./Pr.Secy.
Panchayat and Rural Dev.	Senior Accounts Officer	Spl. Secy.	Secy./Pr.Secy.
Panchayat and Rural Dev.	F.O., S.I.P.R.D.	Director	Secy./Pr.Secy.

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Personnel & Administrative Reforms	Accounts Officer Administrative Training Institute. Bidhannagar	Director	Secy./Pr. Secy.
Personnel & Administrative Reforms	Accounts Officer, Service Record & Accounts Cell	Jt. Secy./Spl. Secy.	Secy./Pr. Secy.
Personnel & Administrative Reforms	Treasury Officer, O/o the Resident Commissioner New Delhi	Resident Commissioner	Secy./Pr. Secy.
Power	Audit Officer	Jt. Secy./Spl. Secy.	Secy./Pr. Secy.
Power	Chief Accounts Officer W.B. Renewable Energy Development Corpn.	M.D.	Secy./Pr. Secy.
Public Enterprises	Accounts Officer, State Warehousing Corporation	M.D.	Secy./Pr. Secy.
Public Health Engineering	Deputy Director (Audit & A/cs.) Directorate of Public Health Engineering	Chief Engineer	Secy./Pr. Secy.
Public Works	Accounts Officer	Secy./Pr. Secy.	Dispensed with
Relief	Chief Accounts Officer Directorate of Relief	Director	Secy./Pr. Secy.
S.W. & W. & Child Dev.	Dy. Director of Social Welfare (Accounts) Dte. of Social Welfare	Director	Secy./Pr. Secy.
School Education	Accounts Officer, West Bengal Board of Secondary Education	Secy., WBSE	Secy./Pr. Secy.
School Education	Accounts Officer, West Bengal Council of Higher Secondary Education	Finance Officer WBCHSE	President, WBCHSE
School Education	Assistant Director (Audit & Accounts) Directorate of School Education (Pry.)	Dir. of S.E. (Primary)	Secy./Pr. Secy.
School Education	Assistant Director of Accounts (Education) District	Dy. Director	Director
School Education	Controller of Finance, District Primary School Council	Chairman	Director of School Education (Pry.)
School Education	Deputy Director of A/cs. Directorate of Accounts (Education) Headquarters	Director	Secy./Pr. Secy.
School Education	Deputy Director of A/cs. Directorate of Accounts (Education), Districts	Director	Secy./Pr. Secy.

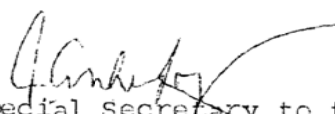
Education	School Education (Audit & Accounts)(Grant-in-Aid)		
School Education	Finance Officer, S.C.E.R.T.	Director	Secy./Pr.Secy.
School Education	Finance Officer, West Bengal Council of Higher Secondary Education	President WBCHSE	Secy./Pr.Secy.
School Education	Finance Officer, West Bengal Madrasa Board	<u>President/Secy.</u> WMB	Secy./Pr.Secy.
School Education	Finance Officer, west Bengal Board of Primary Education.	President	Secy./Pr.Secy.
School Education	Joint Director, Directorate of Accounts (Education) Headquarters	Director	Secy./Pr.Secy.
School Education	Finance Controller, PBPSUS	State Project Director, PBPSUS	Secy./Pr.Secy.
Sports & Youth Affairs	Dy. Director (Audit)	Director	Secy./Pr.Secy.
Sundarban Affairs	Accounts Officer, Sundarban Development Board	Sr.Accounts Officer	Member Secretary
Sundarban Affairs	Audit Officer, Sundarban Development Board	Member Secretary	Secy./Pr.Secy. S.A.Department
Sundarban Affairs	Sr.Accounts Officer, Sundarban Development Board	Member Secretary	Secy./Pr.Secy. S.A.Department
Technical Education & Training	Accounts Officer, world Bank Project	Director	Secy./Pr.Secy.
Technical Education & Training	Assistant Director (Audit & Accounts), Dte. of Technical Education	Director	Secy./Pr.Secy.
Technical Education & Training	Deputy Director (Audit & Accounts), Dte. of Technical Education.	Director	Secy./Pr.Secy.
Tourism	Accounts Officer, Great Eastern Hotel	Member Secretary	Secy./Pr.Secy.
Tourism	Assistant Director of Tourism (Accounts)	Director	Secy./Pr.Secy.
Tourism	Chief Accounts Officer, Great Eastern Hotel	Member Secy.	Secy./Pr.Secy.
Tourism	Chief Accounts Officer, W.B.Tourism Development Corporation.	M.D.	Secy./Pr.Secy.

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Tourism	General Manager (Finance & Accounts), W.B.Tourism Development Corpn.	M.D., W.B.Tourism Development Corpn.	Secy./Pr.Secy. Tourism Deptt.
Transport	Accounts Officer, Hooghly River Bridge Commissioners	F.A. & C.A.O.	Chairman
Transport	Audit Officer, North Bengal State Transport Corporation	M.D.	Secy./Pr.Secy.
Transport	Chief Accounts Officer, Kolkata State Transport Corporation	M.D.	Secy./Pr.Secy.
Transport	Chief Audit Officer, Kolkata State Transport Corporation	M.D.	Secy./Pr.Secy.
Transport	Dy. Director (Audit & Accounts), Director of Public Vehicles	Director	Secy./Pr.Secy.
Transport	F.A. & C.A.O., Hooghly River Bridge Commissioners	Com. H.R.E.C.	Chairman
Transport	Finance Officer, Durgapur State Transport Corporation	M.D.	Secy./Pr.Secy.
Transport	Financial Adviser-cum-Chief A/cs. Officer, N.B.State Transport Corpn., Cooch Behar	M.D.	Secy./Pr.Secy.
Transport	Senior Accounts Officer, Hooghly River Bridge Commissioners	F.A. & C.A.O.	Vice-Chairman
Urban Development	Accounts Officer, Bidhannagar Administrator's Office	Administrator	Pr.Secretary
Urban Development	Accounts Officer, Sili-guri-Jalpaiguri Development Authority	C.E.O.	Secy./Pr.Secy.
Urban Development	Accounts Officer, Town and Country Planning Department	Jt. Secretary	Secy./Pr.Secy.
Urban Development	Accounts Officer, Urban Development Department	Jt.Secy./Spl.Secy.	Secy./Pr.Secy.
Urban Development	Additional Director(A/cs) Kolkata Metropolitan Development Authority	Secy., K.M.D.A.	C.E.O., K.M.D.A.
Urban Development	Chief Finance Officer, Kolkata Metropolitan Water & Sewerage Authority	O.S.D., K.M.W&S.A.	C.E.O., K.M.D.A.
Urban Development	Deputy Director (Finance) Kolkata Metropolitan Development Authority	Director General (Finance), K.M.D.A.	Chief Exe. Officer, K.M.D.A.

Urban Develop-	Dy. Finance Officer Kolkata Metropolitan Water & Sewerage Authority	C.S.D., K.M.W. & S. A.	C.E.O., K.M.D.A.
Urban Develop- ment	Financial Adviser, Howrah Improvement Trust	C.E.O., H.I.T.	Chairman, H.I.T.
Urban Develop- ment	Accounts Officer, Haldia Development Authority	C.E.O., H.D.A.	Secy./Pr.Secy. U.D.Department
Urban Develop- ment	Estate Manager (Accounts)	Estate Manager	Secy./Pr.Secy.
Urban Develop- ment	Finance Officer, Haldia Development Authority	C.E.O., H.D.A.	Secy./Pr.Secy.
Water Investi- gation & Develop- ment	Assistant Director (Accounts), Directorate of Agriculture Enginee- ring	Director	Secy./Pr.Secy.
Water Investi- gation & Develop- ment	Deputy Director (Audit & Accounts), Dte. of Agriculture Enginee- ring	Director	Secy./Pr.Secy.
Water Investi- gation & Development	Financial Adviser & Chief A/cs. Officer, W.B. Minor Irrigation Corporation	M.D., W.B.M.I.	Secy./Pr.Secy.

Note : If it is found that the officers belonging to the same batch borne in the cadre of West Bengal Audit & Accounts Service of different designations posted in the same place, the confidential Report would be reported by the next higher authority in place of officer with higher designation of same batch of the same cadre.


 O.S.D. & E.O. Special Secretary to the
 Government of West Bengal
 Finance Department.