

**Government of West Bengal**  
**Department of Personnel & Administrative Reform General Cell**  
**Writer's Buildings, 2nd floor, Block 'E', Kolkata - 700 001**

**NOTIFICATION**

No. 465-PAR (Genl.)

Dated, Kolkata, the 6th May, 2008.

In pursuance of Clause-14 under Chapter III of the West Bengal Secretariat Manual, the Governor is hereby pleased to specifically empower the authorities mentioned in the corresponding entries in columns 3, 4 and 5 in the 'Schedule' appended hereunder as "Reporting", "Reviewing" & "Accepting" Officers respectively, in respect of the Officers holding the posts under West Bengal Secretariat Service/West Bengal General Service mentioned in Column-2 below for the purposes in connection with the reporting, reviewing and accepting of ACRs relating to promotion to the posts under West Bengal Secretariat Service with effect from 01.04.2008 onwards.

**SCHEDULE**

SI. No.	Post	Reporting Officer	Reviewing Officer	Accepting Officer
(1)	(2)	(3)	(4)	(5)
1.	U.D.A/H.A./S.O.	Assistant Secretary	i) Deputy Secretary ii) Joint Secretary (in the absence of Deputy Secretary)	i) Joint Secretary ii) Special Secretary (in the absence of Joint Secretary)
2.	OSD/Register, etc	i) Deputy Secretary ii) Joint Secretary (in the absence of Dy. Secretary)	i) Joint Secretary ii) Special Secretary (in the absence of of Joint Secretary & in case Joint Secretary is Reporting officer)	i) Special Secretary ii) Secretary/Principal Secretary/ Addl. C.S. (in the absence of special secretary & in case Special Secretary is the Reviewing Officer)
3.	Assistant Secretary	i) Deputy Secretary ii) Joint Secretary (in the absence of Dy. Secretary)	i) Joint Secretary ii) Special Secretary (in the absence of of Joint Secretary & in case Joint Secretary is the Reporting officer)	i) Special Secretary ii) Secretary/Principal Secretary/ Addl. C.S. (in the absence of Special secretary & in case Special Secretary is the Reviewing Officer)
4.	Deputy Secretary	i) Joint Secretary ii) Special Secretary (in the absence of Joint Secretary)	i) Special Secretary ii) Secretary/ Principal Secretary/ Addl.	i) Secretary/Principal Secretary/ Addl.C.S. ii) MIC/MOS will act as Accepting

			C.S. (in the absence of Spl. Secretary & in case Special Secretary is the Reporting officer)	Authority (in case Secretary/Principal Secretary Addl. C.S is the Reviewing Officer)
5.	Joint Secretary	i) Special Secretary ii) Secretary/ Principal Secretary/ Addl. C.S. (In the absence of Spl. Secretary.	Reviewing & Accepting Officer i) Secretary/Principal Secretary/ Additional Chief Secretary ii)MIC/MOS will function as Reviewing & Accepting Authority in case Secretary/Principal Secretary/ Additional Chief Secretary is the Reporting Officer	

This issues with the concurrence of Finance (Audit) Department vide their U.O. No. 1305-Group-P (Service) dated 29.04.2008. Accordingly, A.C.R. Form has been changed (a copy of the revised form is enclosed).

The Governor is further pleased to direct that:

The current incumbent in a particular post shall be authorised to write ACRs on the basis of available records, which his/her predecessor (s) has/have not written and left the State on transfer and is not available for writing/accepting ACRS at the present place within a reasonable time.

By order of the Governor,

Principal Secretary to the  
Government of West Bengal