

GOVERNMENT OF WEST BENGAL

Department of Personnel and Administrative Reforms & e-Governance

General Cell, Room No.704, 7th floor

NABANNA, 325, Sarat Chatterjee Rd., P.O. Shibpur, Howrah-711102.

No. : 686-PAR(Genl.)/G8P-131/2017

Dated Kolkata, the 25th May,2018

NOTIFICATION

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" and "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 01.04.2018 onwards.

SCHEDULE

Sl. No.	Post	Reporting Officer	Reviewing Officer	Accepting Officer
	(2)	(3)	(4)	(5)
1	U.D.A./H.A./S.O.	i) Assistant Secretary ii) Deputy Secretary (In the absence of Assistant Secretary)	i) Deputy Secretary ii) Joint Secretary (In the absence of Deputy Secretary or in case Deputy Secretary is the Reporting Officer)	i) Joint Secretary ii)(a) Special Secretary/ Commissioner (In the absence of Joint Secretary or in case Joint Secretary is the Reviewing Officer) (b) Additional Secretary (In the absence of Special Secretary/ Commissioner)
2	OSD/Registrar/Spl. Off./Liaison Officer.	i) Deputy Secretary ii) Joint Secretary (In the absence of Deputy Secretary)	i) Joint Secretary ii) Special Secretary/ Commissioner (In the absence of Joint Secretary and in case Joint Secretary is Reporting Officer)	i) Special Secretary/ Commissioner ii)(a) Additional Secretary (In the absence of Special Secretary/ Commissioner & in case Special Secretary /Commissioner is the Reviewing Officer) (b) Secretary/Pr. Secretary/Additional C.S. (In the absence of Additional Secretary)
3	Assistant Secretary	i) Deputy Secretary ii) Joint Secretary (In the absence of Deputy Secretary)	i) Joint Secretary ii) Special Secretary/ Commissioner (In the absence of Joint Secretary and in case Joint Secretary is the Reporting Officer)	i) Special Secretary/ Commissioner ii)(a) Additional Secretary (In the absence of Special Secretary/ Commissioner & in case Special Secretary/Commissioner is the Reviewing Officer) (b) Secretary/Pr. Secretary/Additional C.S. (In the absence of Additional Secretary)

4	Deputy Secretary	i) Joint Secretary ii) Special Secretary/ Commissioner (In the absence of Joint Secretary) iii) Secretary (In the absence of Joint Secretary/ Special Secretary/ Commissioner)	i) Special Secretary/ Commissioner ii) Additional Secretary ((In the absence of Special Secretary/ Commissioner or in case Special Secretary/ Commissioner is the Reporting Officer) iii) Secretary/Pr. Secretary/ Additional C.S (In the absence of Additional Secretary or In case Additional Secretary is the Reporting Officer)	i) Secretary/Pr. Secretary/ Additional C.S. ii) Minister-in-Charge/ Minister of State (In case Secretary/Pr. Secretary/ Additional C.S. is the Reviewing Officer)
5	Joint Secretary	i) Special Secretary/ Commissioner ii) Additional Secretary (In the absence of Special Secretary/ Commissioner) iii) Secretary (In the absence of Additional Secretary)	i) Secretary ii) Pr. Secretary/ Additional Chief Secretary (In the absence of Secretary and in case Secretary is the Reporting Officer)	i) Pr. Secretary/ Additional C.S. ii) Minister-in-Charge/ Minister of State will function as Accepting Authority in case Pr. Secretary/ Additional C.S. is the Reviewing Officer

The Governor is further pleased to direct that the existing Reporting Officer/Reviewing Officer/Accepting Officer in a particular post is/are authorised to write/review/accept ACRs on the basis of available records which his/her predecessor(s) has/have not written/reviewed/accepted.

This cancels Notification No. 323-PAR(Genl)/G8P-131/2017

This issues with the concurrences Finance(Audit) Department vide their U.O. No. Gr-P2 /2018-2019 /0082 Dated 07.05.2018

By Order of the Governor,

Sd/-

Principal Secretary to the
Government of West Bengal

No. : 686/1(3) G8P-131/2017

Dated Kolkata, the 25th May, 2018

Copy forwarded for information to :

- 1) The Additional Chief Secretary/ Principal Secretary / Secretary, _____ Department.
- 2) The Secretary, Public Service Commission, West Bengal.
- 3) The Special Secretary, P. and A.R. & e-Governance Department ,C.C. Wing.

Deputy Secretary to the
Government of West Bengal