

Government of West Bengal
Finance Department
Audit Branch,
NABANNA, Howrah – 711102

Memo. No.1452-F(Y)

Date: 30.04.2021

MEMORANDUM


Sub: Extension of the period for submission and evaluation/acceptance of online SAR by Officer Reported Upon and Reporting Authority/Reviewing Authority/Accepting Authority respectively in HRMS for the Appraisal Year 2020-21.

In terms of Memo. No. 2748-F(P2) dated 27th April, 2018, all Group A employees of the State Government are required to submit online Self Appraisal Reports (SAR) and to process them in HRMS every year within certain dates mentioned in the order.

Now, in view of the prevailing situation of outbreak of COVID-19, it appears that many of the designated Officers of State Government may not be able to submit and process the SAR in HRMS for Assessment Year 2020-21 within due time.


Under the circumstances, in partial modification of Memo. No. 2748-F(P2) dated 27th April, 2018 the last dates for submission of online SAR for the appraisal year 2020-21 by "Officer Reported Upon" and forwarding/accepting after grading and evaluation of that online SAR in HRMS by "Reporting Authority", "Reviewing Authority" and "Accepting Authority" are extended as follows:-

Description	Extended last date for submission/evaluation and grading of online SAR for Appraisal Year 2020-21
Officer Reported Upon	30 th June, 2021
Reporting Authority	31 st Aug, 2021
Reviewing Authority	31 st October, 2021
Accepting Authority	31 st December, 2021


Joint Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The PA to the Chief Secretary to the Government of West Bengal.
5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-I.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-I.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
8. The Additional Chief Secretary/Principal Secretary/Secretary,
..... Department, Government of West Bengal.
9. The Secretary, Finance (Audit) Department, Government of West Bengal.
10. The Commissioner, Division.
11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
13. The.....Department/Directorate.....
14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
15. The Director
16. The District Magistrate/District Judge/Superintendent of Police.....
17. The Sub-Divisional Officer,
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer,
22. The Group / Branch, Finance Department


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