

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

Memo No. 2635 - F(Y)

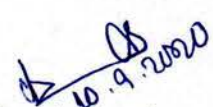
Dated 10.09.2020

**MEMORANDUM**

**Sub: Extension of period for submission/evaluation of online SAR by Officer Reported Upon, Reporting Authority, Reviewing Authority and Accepting Authority in HRMS for the Appraisal Year 2019-20**

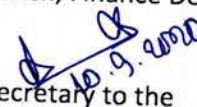
In partial modification of Memo No. 2082-F(Y) dated 30<sup>th</sup> June, 2020 the last date of submission of online SAR by "Officer Reported Upon" and forwarding/ accepting after grading and evaluation of SAR in HRMS by "Reporting Authority", "Reviewing Authority" and "Accepting Authority" for the Appraisal Year 2019-20 is extended as follows:

Description	Extended last date for evaluation and forwarding SAR in HRMS
Officer Reported Upon	31 <sup>st</sup> December, 2020
Reporting Authority	28 <sup>th</sup> February, 2021
Reviewing Authority	30 <sup>th</sup> April, 2021
Accepting Authority	30 <sup>th</sup> June, 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, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. 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, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer, .....
22. The Group ...../..... Branch, Finance Department

  
Joint Secretary to the  
Government of West Bengal