

Government of West Bengal  
Public Works Department  
Establishment Branch  
Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata -87.

No.: 1027-E/PW/E-I/2M-35/2018

Dated: 18.05.2018

**MEMORANDUM**

Sub.: Online System of Self Appraisal Report in respect of Group-A Officers of P.W.Deptt., Govt. of W.B.

Online System of Management of the Self Appraisal Report in respect of Group-A Officers of Govt. of W.B. has been introduced and accordingly guidelines relating to submission and grading of Self Appraisal Report in respect of Group-A Officers of Govt. of W.B. in performance Appraisal Sub-Module of HRMS of the State Government has been prescribed vide Finance Department (Audit Branch) Memorandum No.2861-F(Y) dated 06.05.2018.

2. In respect of introduction of Online System of Self Appraisal Report in respect of Group-A Officers of P.W.Deptt., Govt. of W.B., the Governor is pleased in interest of Public Service to nominate the following Nodal Officers in Column-3 for approving the hierarchy chain of reporting, reviewing and accepting authority of the Officers Reported Upon for the cadre mentioned in Column-2 in the table below :

Sl. No. (1)	Cadre and Service (2)	Nodal Officer (3)
1	Engineer in Chief from W.B. Engineering Service	Joint Secretary (Personnel), PWD.
2	Chief Engineer from W.B. Engineering Service	
3	Chief Engineer (El.) from W.B. Engineering Service Electrical	
4	Chief Govt. Architect from General Service	
5	Superintending Engineer from W.B. Engineering Service	
6	Superintending Engineer (El.) from W.B. Engineering Service Electrical	
7	Superintending Engineer (Mech.) from W.B. Engineering Service Mechanical	
8	Superintending Architect from General Service	
9	Executive Engineer from W.B. Engineering Service	
10	Executive Engineer (El.) from W.B. Engineering Service Electrical	
11	Executive Engineer (Mech.) from W.B. Engineering Service Mechanical	
12	Architect from General Service	
13	Assistant Engineer from W.B. Engineering Service	
14	Assistant Engineer (El.) from W.B. Engineering Service Electrical	
15	Architect from General Service	
16	Junior Engineer from W.B. Subordinate Engineering Service	Assistant Chief Engineer (P), P.W.(Roads)Dte.
17	Junior Engineer (El.) from W.B. Subordinate Engineering Service Electrical	
18	Assistant Engineer (Mech.) from W.B. Engineering Service Mechanical	
19	Junior Engineer (Mech.) from W.B. Subordinate Engineering Service Mechanical	

(Con...)

3. The Joint Secretary (Personnel) will act as 'Authorised Custodian' for the purpose.

4. The 'Nodal Officer' has to approve the hierarchy chain of reporting, reviewing and accepting authority of the Officers Reported Upon for the cadre mentioned in Column-2. The general instructions for Nodal Officers are provided in Schedule-IV & V in the Finance Department (Audit Branch) Memorandum No.2861-F(Y) dated 06.05.2018.

5. For the purpose of SAR, the Nodal Officer, Custodian, Reporting Authority, Reviewing Authority and Accepting Authority need to use Digital Signature Certificate (DSC). In case an authority does not have a DSC, procurement and use of DSC will be guided by G.O. No.6138-F(Y) dated 28.11.2016 read with G.O. No.5209-F(Y) dated 22.08.2017.

6. This has the approval of the Additional Chief Secretary, Public Works Department.

7. The system will be effectively operative as per guideline of Finance Department that may be in force in the material point of time.

  
Additional Secretary  
to the Govt. of West Bengal.

No.: 1027/1(100)-E/PW/E-I/2M-35/2018

Dated: 18.05.2018

Copy forwarded for information & necessary action to :

1. The Additional Chief Secretary to the Hon'ble Governor, W.B.
2. The P.S. to Hon'ble M.I.C., PWD.
3. The Sr. P.S. to Chief Secretary.
4. The Additional Chief Secretary, PWD./ Finance Department.
5. The A.C.S./ Principal Secretary/ Secretary \_\_\_\_\_.
6. The Chairman, P.S.C., W.B.
7. The Secretary, P.S.C., W.B.
8. The Secretary, Housing Department.
9. The E-in-C. and E.O. Secretary, PWD.
10. The Chief Engineer, P.W.Dte., H.Q./P.W.(R)Dte., H.Q./P.W.Dte. \_\_\_\_\_ Zone/ P.W.(R)Dte., \_\_\_\_\_ Zone/  
P.W. Electrical/ P.W. Electrical, Planning/ P.W., Social Sector/ N.H. Wing, P.W.(R)/ PIU (ROB).
11. The CGA & Ex-Officio Chief Engineer, PWD.
12. The Superintending Architect \_\_\_\_\_.
13. The Assistant Chief Engineer/ Superintending Engineer \_\_\_\_\_.
14. The Joint Secretary, Works/Roads/ Project & Monitoring/ Administration, PWD.
15. The Superintending Engineer & Project Director, PIU-I, P.W.(Roads) Dte./ PIU-II.
16. The Executive Engineer, I.T. Division, \_\_\_\_\_.
17. The Superintending Engineer \_\_\_\_\_ Circle, PW/ PW(R)/ PW (Social Sector).
18. The Superintending Engineer (Electrical) \_\_\_\_\_.
19. The A.C.E./ S.E. (Mechanical).
20. Guard File.

Sd/-  
Additional Secretary  
to the Govt. of West Bengal.