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

Memo No. 1530-F(Y)  

MEMORANDUM

Sub: Extension of period for submission of SAR by Officer Reported Upon and recording comments in SAR by Reporting Authority, Reviewing Authority and Accepting Authority in HRMS for the Appraisal Year 2018-19

In partial modification of Memo No. 1345-F(Y) dated 20th March 2020 the last date for submission and evaluation of SAR in HRMS for the Appraisal Year 2018-19 by Officer Reported Upon, Reporting Authority, Reviewing Authority and Accepting Authority and sending the same to Reporting/Reviewing/ Accepting Authority or Custodian of SAR after such submission/ evaluation is extended as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Extended last date for evaluation and forwarding SAR in HRMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Reported upon</td>
<td>30th April, 2020</td>
</tr>
<tr>
<td>Reporting Authority</td>
<td>10th May 2020</td>
</tr>
<tr>
<td>Reviewing Authority</td>
<td>20th May, 2020</td>
</tr>
<tr>
<td>Accepting Authority</td>
<td>31st May, 2020</td>
</tr>
</tbody>
</table>

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 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.
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.
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

Joint Secretary to the
Government of West Bengal