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

Memo No. 1712-F(Y)  
Dated: 12.05.2020

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 2019-20

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 said order.

Now, in view of the prevailing lockdown situation due to outbreak of COVID-19, many of the designated Officers may not be in a position to submit and process SARs for the Appraisal Year 2019-20 in due time.

Under the circumstances, in partial modification of Memo No. 2748-F(P2) dated 27th April, 2018 the last dates for submission and evaluation of SAR in HRMS for the Appraisal Year 2019-20 by the 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 June, 2020</td>
</tr>
<tr>
<td>Reporting Authority</td>
<td>31st August, 2020</td>
</tr>
<tr>
<td>Reviewing Authority</td>
<td>31st October, 2020</td>
</tr>
<tr>
<td>Accepting Authority</td>
<td>31st December, 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