

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

No. 2568-F(Y)

Dated 29th April, 2019

MEMORANDUM

Subject: Extension of period for filling / recording comments in the SAR in HRMS for the Appraisal Year 2018-19

Considering that many Group-A Officers of the State Government borne on different Cadres are actively involved in the ongoing General Election to the Lok Sabha 2019 for smooth conduct of Elections, the stipulated limit of 30th April 2019 for submission of SAR in HRMS for the Appraisal Year 2018-19 by the Officer Reported Upon to the Reporting Authority and subsequent period for recording of comments of the Reporting, Reviewing and Accepting Authorities is extended as a one-time measure as follows:

Name	Extended last date for filling/ recording comments in the SAR
Officer Reported Upon	30 th June, 2019
Reporting Authority	30 th September, 2019
Reviewing Authority	30 th November, 2019
Accepting Authority	29 th February, 2020

2. The concerned Cadre Controlling Authorities are requested to immediately complete any remaining activities in the Online SAR Sub-Module of HRMS.
3. The SAR Nodal Officers are requested to complete the process of tagging of concerned Group-A Officers immediately and approve the chain of SAR flow in the System to specify the reporting channel of all Group-A Officers Reported Upon tagged with them so that the SAR may be submitted by all Group-A Officers to their respective Reporting Officers within 30th June, 2019.

(H.K. Dwivedi)

Additional Chief Secretary to the
Government of West Bengal