

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

Memo. No. 1976-F(Y)

Date: 30/06/2021


**MEMORANDUM**

**Sub: Extension of the period for submission and evaluation/acceptance of online SAR by Officer Reported Upon and Reporting Authority/Reviewing Authority/Accepting Authority respectively in HRMS for the Appraisal Year 2020-21.**

In terms of Memo. No. 2748-F(P2) dated 27<sup>th</sup> 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 specified in the order. The last dates for submission/evaluation/acceptance of SAR by different authorities for Appraisal Year 2020-21 were extended vide order no. 1452-F(Y) dated 30/04/2021.

In view of the prevailing COVID-19 pandemic situation and extension of last date for submission of declaration of assets upto 30<sup>th</sup> September, 2021 vide G.O. No. 1903-F(P2) dated 23.06.2021, the last dates for submission of online SAR by "Officer Reported Upon" and for forwarding/accepting after grading and evaluation of the online SAR in HRMS by "Reporting Authority", "Reviewing Authority" and "Accepting Authority" for the appraisal year 2020-21 are extended as follows:-

| Description           | Extended last date for submission/evaluation and grading of online SAR for Appraisal Year 2020-21 |
|-----------------------|---|
| Officer Reported Upon | 31 <sup>st</sup> October, 2021  |
| Reporting Authority   | 31 <sup>st</sup> December, 2021   |
| Reviewing Authority   | 31 <sup>st</sup> January, 2022  |
| Accepting Authority   | 31 <sup>st</sup> March, 2022  |

  
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 PA to 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