

Government of west Bengal

Vigilance Branch

Irrigation & Waterways Department  
Jalasampad Bhaban, 3rd Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata 700091

No: 4274/(11)-IW-17/1/2024

Dated: 31.12.2024

From: Shri Dasarath Hemram, WBSS,  
Joint Secretary & Vigilance Officer.

To:

1. The D.P.&Ex-Officeo Chief Engineer, I&W Ditectorate, Jalasampad Bhawan, Kol-91.
2. The Chief Engineer & Project Director, WBMIFMP, Jalasampad Bhawan, Kol-91.
3. The Chief Engineer, South I&W Directorate, Jalasampad Bhawan, Kol-91.
4. The Chief Engineer, West, Irrigation &Waterways Ditectorate, P.O.-Sadhanpur, (Near-Polytechnic),Dist. -East Burdwan, PIN-713101.
5. The Chief Engineer, South-West, Irrigation & Waterways Directorate, Khasjungle, P.O.-Abas, Dist.-Paschim Medinipur, PIN-721102.
6. The Chief Engineer, North, Irrigation &Waterways Directorate, Green Park, P.O.-Mokdumpur, Dist-Malda, PIN-732103.
7. The Chief Engineer, (Design& Research ),I&W Directorate, Jalasampad Bhawan, Kol-91.
8. The Chief Engineer, Teesta Barrage Project, Irrigation &Waterways Directorate, Sevoke Road, Siliguri, Dist. -Darjeeling ,PIN-734001.
9. The Chief Engineer, North East, I&W Directorate, P.O.-Jalpaiguri, PIN-735101.
10. The Chief Engineer, (Mech .&Electrical), I&W Directorate, Jalasampad Bhawan, Kol-91.
11. Shri Sujoy Saha, Deputy Secretary & Nodal Officer, Irrigation & Waterways Department.

**Subject: Extension of last dates for online Self -Appraisal Report (SAR) for the appraisal years from 2018-19 to 2023-24.**

Sir,

In enclosing a copy of the Memorandum bearing No. 5156-F(eGov) dated: 26.12.2024 issued by the Finance Department eGovernance Group relating to the subject mentioned above, I am directed to request you to circulate the aforesaid Memorandum among the entire Group-A Officers under your control and direct them to submit respective online Self Appraisal Report (SAR) mandatorily in compliance of the aforesaid memorandum.

Hence, he is requested to arrange for circulation of the matter among the employees under his control with a view to ensuring online submission of SAR within the stipulated time.

Enclosure: As stated above.

sd/-  
Joint Secretary & Vigilance Officer to the Government of West Bengal


P.T.O.

No: 4274/1(1)-IW-17/1/2024

Dated: 31.12.2024

Copy forwarded for information and necessary action to:-

- ✓ 1. The Executive Engineer, DVC Study Cell, Irrigation & Waterways  
Dte.7<sup>th</sup> Floor, Jalsampad Bhawan, Kol-91, for uploading this  
Memorandum with enclosure in the official website.

  
Joint Secretary & Vigilance Officer to the Government of West Bengal

*Amard*  
*30/12*  
*(S.O. (V))*  
*P. put-up immediately*  
*27/12/2024*

IW-17/1/2024 - Section (IW)-Dept.  
on 31/12/2024

Government of West Bengal  
Finance Department  
eGovernance Group,  
NABANNA, Howrah - 711102

Memo. No.5156-F(eGOV)

Date: 26/12/2024

MEMORANDUM

**Sub:** Extension of the last date for evaluation of online Self-Appraisal Report (SAR) as well as for submission of the same by the Officer Reported Upon for the appraisal years from 2018-19 to 2023-24

In view of repeated requests received from different Departments, the Governor has been pleased to extend the period of submission/evaluation of online Self Appraisal Report (SAR) in HRMS for the appraisal years from 2018-19 to 2023-24 as per below mentioned table -

Type of Officer	Last date of evaluation of SAR extended up to
Officer Reported Upon	10/01/2025
Reporting Officer	17/01/2025
Reviewing Officer	27/01/2025
Accepting Officer	31/01/2025

All the Departmental Authorities are hereby requested to take necessary initiative so that the information as regards extension of the date of submission/evaluation of SARs especially by the "Officer Reported Upon" in order to enable the concerned Officials to submit their pending SARs within the above mentioned period. It is to be noted that this being the last such occasion where the timeline for the "Officer Reported Upon" is being extended, no further request in this regard would be entertained in future.

*26.12.24*

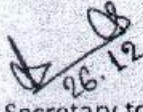
Special Secretary to the  
Government of West Bengal

No. 5156-F(eGOV)/.....(22)

Date: 26/12/2024

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 SumitMitra, 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

  
26.12.24.  
Special Secretary to the  
Government of West Bengal