

Government of west Bengal
Vigilance Branch
Irrigation & Waterways Department
Jalasampad Bhaban, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700091

Memo. No. 1884 (10) -IE (V)

Dated: 25.06.2025

From: Joint Secretary & Vigilance Officer to
the Government of West Bengal

To:

- 1) The D.P.&Ex-Officeo Chief Engineer, I&W Directorate, 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 Directorate, 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.

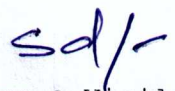
Subject: Extension of the last date for submission of online Self-Appraisal Report (SAR) for the appraisal years from 2018-19 to 2024-25 in HRMS.

Sir,

In enclosing a copy of the Memorandum bearing No. 2236-F(eGov) dated: 17.06.2025 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. It may be noted that submission of SAR is mandatory in terms of Finance Departments' Memo.No.2748-F(P) dated 27th April, 2018.

Enclosure: As stated above.


Joint Secretary & Vigilance Officer
to the Government of West Bengal

Memo. No. 1884 (10) / 1 (8) - IE (V)

Dated: 25.06.2025

Copy forwarded for information and necessary action to:-

1. Sr. P.A. to the Secretary, Irrigation & Waterways Department, Govt. of West Bengal.
- ✓ 2. The Executive Engineer, DVC Study Cell, Irrigation & Waterways Dte. 7th Floor, Jalasampad Bhawan, Kol-91, for uploading this Memorandum with enclosure in the official website.
3. Shri Sujoy Saha, Deputy Secretary & Nodal Officer Irrigation & Waterways Department.
4. All Superintending Engineers, I&W Dte.
5. All Executive Engineers, I&W Dte.
6. All Assistant Engineers, I&W Dte.
7. All Junior Engineers, I&W Dte.
8. Guard File.

*Route
25/6/25*

Joint Secretary & Vigilance Officer
to the Government of West Bengal

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

Memo. No.2236-F(eGOV)

Date: 17/06/2025


MEMORANDUM

Sub: Extension of the last date for submission /evaluation of online Self-Appraisal Report (SAR) for the appraisal years from 2018-19 to 2024-25 in HRMS.

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 2024-25 as per below mentioned table -

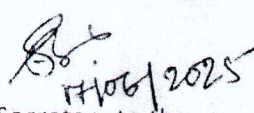
Type of Officer	Last date of evaluation of SAR extended up to
Officer Reported Upon	30/09/2025
Reporting Officer	31/10/2025
Reviewing Officer	30/11/2025
Accepting Officer	31/12/2025

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, is circulated within the above mentioned period. It is to be noted that this being the last such occasion where this is being extended, no further request in this regard will be entertained in future.


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 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, 5th&6thFloor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer,
22. The Group/..... Branch, Finance Department


Deputy Secretary to the
Government of West Bengal