

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, 4th floor,
DJ 4, Sector II, Salt Lake, Kolkata-91

No.1484-BCW

Dated: Salt Lake, the 16th day of July, 2020

MEMORANDUM

Subject: Determination of Head of the Department of Backward Classes Welfare Department for Self Appraisal Report for the Assessment Year 2019-2020 to act as Reporting Officer, Reviewing Officer or Accepting Officer.

Owing to 4 (four) different Principal Secretaries/ Secretaries holding the charge of Backward Classes Welfare Department during the assessment year 2019-20, specific views of P&AR Department was invited vide letter no 1247-BCW dated 22-06-2020 of this Department to identify Reporting Officer, Reviewing Officer and/or Accepting Officer in regard to writing of Self Appraisal Report (SAR) by/for the officers belonging to the cadres of West Bengal Civil Service (Executive).

In response to that letter Personnel and Administrative Reforms Department in their Memo. no. 302-PAR(WBCS) dated 30/6/2020, advised that, "...Officers who have held office not less than three months of appraisal year 2019-20, shall usually write SARs for respective periods and 'Not Required Certificate' may be issued for other cases.....".

In reference to this observation read with memo no. 296-PAR(WBCS) dated 26/6/2020, the Officers belonging to West Bengal Civil Service (Executive), will submit their SAR to the following officers for writing/ accepting the respective SARs during the period mentioned beside them as Reporting Officer/ Reviewing Officer/ Accepting Officer.

Taking cue from 302-PAR(WBCS) dated 30/6/2020 read with Memo. no. 296-PAR(WBCS) dated 26/6/2020 – both of P&AR Department similar arrangement is made applicable in appropriate level for the officers of West Bengal Audit and Accounts Service and West Bengal Secretariat Service cadres posted in this Department during the relevant period.

The relevant Officers, therefore may submit their Self Appraisal Report to the following Officers during the period mentioned beside them as the case may be-

<u>Name and Designation of the Head of the Department</u>	<u>Period of SAR under consideration</u>
1) Smt. Choten Dhendup Lama, IAS, Secretary	01-06-2019 to 30-09-2019
2) Smt. Neelam Meena, IAS, Secretary	01-10-2019 to 20-01-2020.

For the rest periods, the option "SAR not required" are to be opted and the Nodal Officer of this Department will issue necessary certificate to this effect.

This memorandum will take immediate effect in respect to the advice of P&AR Department as mentioned above.

All the Officers at Reporting/ Reviewing level who have received the SARs from Officers Reported upon need to return them via same path. The Officer Reported upon on receiving the said SAR will take necessary steps for confirmation of the hierarchy as per Memo. no. 296-PAR(WBCS) dated 26/6/2020 of P&AR Department.

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This is further to mention that the last dates in regard to SAR has been revised in the following manner vide Memo. no. 2082-F(Y) dated 30-06-2020 of Finance Department:-

Name	Extended last date for evaluation and forwarding SAR in HRMS
Officer Reported upon	31 st August, 2020
Reporting Authority	31 st October, 2020
Reviewing Authority	30 th November, 2020
Accepting Authority	31 st January, 2021

Sd/-A.Subbiah

Principal Secretary to the Govt. of West Bengal.

No.1484/1 (70)-BCW

Dated: Salt Lake, the 16th day of July, 2020

Copy forwarded for information and necessary action to:

- 1) The Commissioner, Backward Classes Welfare & Tribal Development Directorate;
- 2) The Secretary, Tribal Development Department;
- 3) The Divisional Commissioner, Division;
- 4) The Additional Secretary, Tribal Development Department;
- 5) The District Magistrate, District;
- 6) The OSD & *ex-officio* Joint Secretary, P& A R Department, WBCS Cell, Nabanna, Howrah;
- 7) The Joint Secretary, P& A R Department, General Cell, Nabanna, Howrah;
- 8) The Joint Secretary, Finance Department, Group-'Y', Nabanna, Howrah;
- 9) The Joint Secretary, B C W Department;
- 10) The Joint Commissioner for Reservation & *ex-officio* Joint Secretary, B C W Department;
- 11) The Financial Advisor, BCW Department;
- 12) Personal Secretary to Smt. Choten Dhendup Lama, IAS, Secretary;
- 13) Personal Secretary to Smt. Neelam Meena, IAS, Secretary;
- 14) Additional Director, Backward Classes Welfare & Tribal Development Directorate;
- 15) Special Officer (Industries), Backward Classes Welfare & Tribal Development Directorate;
- 16) Deputy Secretary, B C W Department;
- 17) Project Officer-cum-District Welfare officer/ District Welfare Officer,
.....District;
- 18) Guard File.

Joint Secretary to the Govt. of West Bengal.