

Government of West Bengal

Department of Land & Land Reforms and Refugee Relief & Rehabilitation
Establishment Branch
Nabanna, 6th floor, HRBC Building
325, Sarat Chatterjee Road, Shibpur, Howrah-711102

No. : 2558 -Estt/LL/N/1E-67/2018

dated, Howrah, the 12th July, 2019

ORDER

Pursuant to the Introduction of online system of Self Appraisal Report (SAR) in respect of Group-A employees of the Government of West Bengal vide no. 2748-F(P₂) dated 27/04/2018, it is compulsory for all Group-A employees to submit online SAR starting from the Appraisal Year 2017-2018.

It is observed that officers while submitting SAR Hierarchy are choosing Reporting/ Reviewing/ Accepting officers on the basis of tenure of Reporting/ Reviewing/ Accepting officers which is resulting in multiple SAR in a single Appraisal year.

With a view to simplify and streamline the SAR Hierarchy, the undersigned is directed to state that henceforth all Group-A officers under Administrative control of this Department shall choose a single Reporting/ Reviewing/ Accepting officer during his tenure in this Department/ Directorate/ District/ Sub Division/ Block, as the case may be and the concerned officer at the time of Creation of hierarchy and approval there of shall be responsible to act as per SAR Guidelines.

This order will come into force with immediate effect. This order is issued with the approval of the Principal Secretary & LRC of this Department.

Sd/- S. Datta

Deputy Secretary to the Government of West Bengal

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Suj. F. Bhattacharya
UDA B.M.