

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

No. 3843-F(Y)

Dated 15th September, 2022

MEMORANDUM

The last date of submission of the Self Appraisal Report of the Group A Officers of the Government of West Bengal is 30th April every year. But it has been observed that many Officers do not take necessary initiative to submit SAR in due time. As a result a series of subsequent requests from different Offices are received continuously on a piecemeal basis. Consequently to save them from the difficulty of not getting their Confirmation/CAS/Promotion etc., last dates of submission of SAR by the Officers Reported Upon are to be repeatedly extended which is hardly desirable.


It is being notified that henceforth no further extension will be granted to the Officers who failed to submit their SAR within the last date.

However for the last time, in partial modification of the Memo No. 1021- F(Y) dated 14/03/2022 the last dates for submission of SAR for the Appraisal Years 2018-19,2019-20,2020-21 and 2021-22 are extended as below:

Type of Officer	Last date of submission of SAR extended up to
Officer Reported Upon	31 st October, 2022
Reporting Officer	30 th November, 2022
Reviewing Officer	31 st December, 2022
Accepting Officer	31 st January, 2023

All the Departments and Cadre Controlling Authorities are requested to take appropriate measures to ensure that all the defaulting Officers submit all of their pending SARs within this extended time period to avoid facing difficulty in future.

This Order will take immediate effect.


(Sudip Kumar Sinha)
Secretary to the
Government of West Bengal

No. 3843-F(Y)/..... (18)

Dated 15th September, 2022

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 Khark 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 Group/..... Branch,
Finance Department



(Sudip Kumar Sinha)

Secretary to the
Government of West Bengal

Self Appraisal Initiate



Please allow pop-up if the acknowledgement slip is not generated after submission of SAR. The acknowledgement slip can be generated from My Appraisal Status & Report View link also.

Search Criteria

Report for the Year:

HRMS

ID/Name :

200€

Period

Ending :

01/04/20

- 31/03/20



Save each Tab and further proceed

Hierarchy Details

Role	Hierarchy Type	HRMS ID	Name	Designation
REPORTING OFFICER	Inside HRMS	1989006696	SUBHASIS DUTTA	Principal
REVIEWING OFFICER	Inside HRMS	1991000034	JAYASRI RAY CHAUDHURI	DIRECTOR OF PUBLIC INSTRUCTION
ACCEPTING OFFICER	Inside HRMS	1986006302	RAJENDRA SHANKAR SHUKLA	Additional Chief Secretary

Details of the Officer Reported upon ([Click on the tab to View and Hide the details](#))

Details during SAR Period

Office Name: MAULANA AZAD COLLEGE
 District: Calcutta
 Post : Assistant Professor
 Designation: Assistant Professor
 Date of Joining to the post: 28/11/2012

Present Details

Office Name: MAULANA AZAD COLLEGE
 District: Calcutta
 Post : Assistant Professor
 Designation: Assistant Professor in Zoology

Other Details

Date of Birth :
 Date of joining in the Service :

Annual Confidential Report

Part - I A

Part - I B

Part - II

Appraisal of Attendance:

APPRAISAL OF ATTENDANCE IN RESPECT OF GROUP-A EMPLOYEES AS INTRODUCED INTER ALIA, IN FINANCE DEPARTMENT MEMO NO - 9135-F DATED 10.09.2002 :

1. Total No. of working days during the period under review:

2. No of days the incumbent was on leave:

3. No of days of late attendance and early departure during the period under review :

4. No of unauthorized absence without leave :

5. No of days deducted as leave due to late attendance / early departure :

6. No of days of effective attendance of the incumbent during the period under review(Item 1 minus Item 4 & 5) :

7. Percentage of late attendance or early departure as against the total no. of working days during the period under review(Item3/Item1)% :

%

8. Percentage of effective attendance as against the total no. of working days during the period under review(Item6/Item1)% :

%

Save each tab and proceed further, otherwise the data will be lost.

**Government of West Bengal
Office of the Principal
Maulana Azad College
Kolkata – 700013**

Notice

Dated – 16.01.2023

This is for **URGENT information** to those concerned (having service at Maulana Azad College for 3 months or more) who have not yet submitted their ONLINE Self Appraisal Report (SAR) for the period – **2018-19, 2019-20 and 2021-22, 2022-23** are requested to immediately submit their SAR and forward that to Reporting Officer viz. The Principal, Maulana Azad College. This is mandatory especially for those who would submit or already submitted their CAS promotion application. The guideline enclosed herewith may be followed during online SAR submission.


Principal
Maulana Azad College
Kolkata
Principal

Guidelines for filling up of SAR (Part-IA, IB and Part – II)
(Please refer to the enclosed blank proforma for SAR fill up)

This is for urgent information to all concerned that following information must be kept ready before filling up of online SAR data for the period **01.04.20XX - 31.03.20XX (as applicable)**:

1. Open www.wbifms.gov.in portal.
2. Log in by clicking on [Eservices for employees](#) by using user ID and password.
3. Click on [My appraisal](#) on the left side of the web portal and then click on [Create appraisal hierarchy](#).
4. If not already created , you have to [create appraisal hierarchy and save](#) it. If required [forward this to SAR Nodal officer](#) shown in the page.
5. Click on [Initiate self appraisal](#) to start SAR report.

A) SAR PART-IA

1. Actual date of submission of ASSET DECLARATION of the period.
2. Year of joining to WBES/ WBSES.
3. Service specific code – WBES/ WBSES.

SAVE DRAFT

B) SAR PART-IB

1. Total number of working days in 20XX-XX:

2. Total number of days of leave taken by the incumbent in 20XX-XX (ML, EL, CCL, Maternity leave, Extra ordinary leave, Special leave if any).
3. ___ days
4. ___ days
5. ___ days
6. Authomatically calculated by the system.
7. Authomatically calculated by the system.
8. Authomatically calculated by the system.

SAVE DRAFT

C) SAR PART –II

1. Brief Description of duties in substantive post (objective of the position you hold and the tasks you are required to perform, within 500 words, may be in **bullet** form):
 - ✓ Classes taken in UG and/or PG courses and content of classes (**don't mention** number of class allotted and taken).
 - ✓ Examination related work, invigilation duties, question paper setting, question paper moderation, practical examination, scrutiny and all other exam. related duties.
 - ✓ Research project/ dissertation/ review work related to UG and/or PG courses.
 - ✓ Academic counselling.
 - ✓ Publication of articles/ research papers/ books/ periodicals etc.
 - ✓ Excursion/ field work/ laboratory visit related to academic curriculum.

Any additional charges – NO (**if applicable** then select YES)

Description of additional charges (ROW WISE) **if applicable.**

2. Achievements: M.Phil/ Ph.D./ D. Sc./ Any other academic goal achieved or degree received.
3. Exceptional contribution (if any).
4. Awards/ honours received.
5. Shortfalls in respect to your achievements.
6. Details of training program – RC/ OP/ STC/ workshop/ seminar/ symposium
7. Specific areas of your upgradation through training programs.

**SAVE DRAFT & FORWARD
to the Reporting Officer**

N.B.

- ✓ Incumbents who were transferred to Maulana Azad College from other govt. college and are serving the new college for less than 3 months (to be calculated till 31.03.2019) will have to MENTION the Principal/OIC of their previous college as their Reporting officer. Those who have joined Maulana Azad College after 1.1.2019, they need not to submit SAR for 2018-2019. They should SET the hierarchy but select **SAR NOT REQUIRED**. They will receive **SAR NOT REQUIRED CERTIFICATE** for this period from the **Nodal Officer** in due course of time. (Vide G.O. 2861-F(Y) dated 06.05.2018).
- ✓ Hierarchy will have to be set twice **SEPERATELY** (with the names for the two Reporting officers, for both the colleges) if a teacher served another college other than MAC spanning a period of more than 3 months during the SAR period 01.04.2018 to 31.03.2019.

SAR Count Report for Reporting/Reviewing/ Accepting Authorities

Name of the Officer SUBHASIS DUTTA

Assessment Year 2022-2023

As Reporting Officer				As Reviewing Officer				As Accepting Officer				Total SARs pending
Number of Officers for whom the Officer is acting as a Reporting Officer	Number of SAR received as a Reporting Officer	Number of SAR forwarded as a Reporting Officer	Number of SAR pending as Reporting Officer	Number of Officers for whom the Officer is acting as a Reviewing Officer	Number of SAR received as a Reviewing Officer	Number of SAR forwarded as a Reviewing Officer	Number of SAR pending as Reviewing Officer	Number of Officers for whom the Officer is acting as a Accepting Officer	Number of SAR received as a Accepting Officer	Number of SAR forwarded as a Accepting Officer	Number of SAR pending as Accepting Officer	
89	89	89	0	0	0	0	0	0	0	0	0	0