

**Government of West Bengal**  
**Finance Department**  
**Audit Branch, WBA & AS Cell**  
**Writers' Buildings, Kolkata-700001.**

No. 1561 -F(Y)/WB

Dated : 06.06.2024

**MEMORANDUM**

**Sub: Self Appraisal Report – Reporting, Reviewing and Accepting Authority**

Review of Self Appraisal Report mechanism of WBA & AS officers and related guidelines thereof are being issued by this Department from time to time for the newly created posts borne in the WBA & AS Cadre.

1. References have been received for determination of Reporting, Reviewing & Accepting Authority of Self Appraisal Report of WBA & AS officer posted as Accounts Officer of "YOGASHRI": Yoga & Naturopathy Government Medical College & Hospital under Health & Family Welfare Department.
2. Accordingly, in continuation of this Department's Memorandum No. 5683-F(Y)/WB, dated 18.11.2015 read with Addendum No. 151-F(Y)/WB dated 24.01.2022, the SAR hierarchy for the WBA & AS officer as mentioned at Para 1 above is specified as follows:

| <b>Name of Organisation</b>  | <b>Department</b>             | <b>Name of Post</b> | <b>Reporting Officer</b>   | <b>Reviewing Officer</b> |
|--|-------------------------------|---------------------|--|--------------------------|
| "YOGASHRI" :<br>Yoga &<br>Naturopathy<br>Government<br>Medical College &<br>Hospital | Health &<br>Family<br>Welfare | Accounts<br>Officer | Principal-<br>Superintendent,<br>"YOGASHRI":<br>Yoga &<br>Naturopathy<br>Government<br>Medical College<br>& Hospital | Director of<br>Ayurveda  |

3. In this case the Accepting Officer of Self Appraisal Report will be as per the guidelines as mentioned in Finance Department's Addendum No. 151-F(Y)/WB dated 24.01.2022.
4. This order will take immediate effect from Reporting Year 2023-24.
5. All concerned are being informed.

**Sd/- (K.A. Anwar)**


**Senior Special Secretary  
to the Govt. of West Bengal**

No. 1561 /1(7)-F(Y)/WB.

Date : 06.06.2024

Copy forwarded for information and necessary action to:

- 1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700001.
- 2) The Principal Secretary, Health & Family Welfare Department, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091.
- 3) The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Kolkata – 700001.
- 4) The Director of Ayurveda, Ayush Branch, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091.
- 5) The Principal-Superintendent, “YOGASHRI”: Yoga & Naturopathy Government Medical College & Hospital, 94/E, Dharmatala Road, Belur, Howrah, Pin: 711202.
- 6) The Accounts Officer, “YOGASHRI”: Yoga & Naturopathy Government Medical College & Hospital, 94/E, Dharmatala Road, Belur, Howrah, Pin: 711202.
- 7) The Assistant Secretary, WBA & AS Cell, Group – ‘T’, Finance Department, Govt. of W.B, Writers’ Buildings, Kolkata-700001.

  
OSD & EO Assistant Secretary  
to the Govt. of W.B