

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

No. 1412-F(Y)/WB

Date: 07.06.2022

**MEMORANDUM**

In partial modification of this Department's Memo No. 1162-F(Y) dated 29.02.2016, the Governor is pleased to prescribe the following guidelines regarding processing of the Annual Performance Report/ Self Appraisal Report of the departmental Financial Advisors after incorporating the norms prescribed in Personnel & Administrative Department Notification No. Con. 385-PAR(IAS)/C(R)-02/2014 dated 09.07.2014:

Name of the Post & Rank	Reporting Authority	Reviewing Authority	Accepting Authority
Financial Advisor in the rank of Joint Secretary/ Additional Secretary/Special Commissioner in the rank of Special Secretary/ Special Secretary/ Senior Special Secretary	ACS/Principal Secretary/ Secretary of the Salary drawing Department	ACS/Principal Secretary, Finance Department	MIC/MOS of Finance Department
Financial Advisor in the rank of Secretary	ACS/Principal Secretary/ Secretary of the Salary drawing Department	Chief Secretary	Chief Minister

ACS/ Principal Secretary/ Secretary of all the Departments in the cluster for which the officer acts as Financial Advisor will furnish assessment regarding performance of the Financial Advisors to the Reporting Authority in the similar format of Annual Performance Report/ Self Appraisal Report.

This order issues with the concurrence of P & AR Department vide their U.O. No. A (IAS) / 2022 dated 27.05.2022.

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
**Sd/- (Dr. Manoj Pant)**  
**Additional Chief Secretary to the**  
**Government of West Bengal**

No. 1412/1(150)-F(Y)

Date: 07.06.2022

Copy forwarded for information and necessary action to:-

1. The Additional Chief Secretary/ Principal Secretary/ Secretary, .....
2. All Financial Advisors .....

  
**Assistant Secretary to the**  
**Government of West Bengal**