

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

No. 283-F(Y)/WB (E 154334)

Date: 21.01.2025

MEMORANDUM

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

1. In partial modification of this Department's Memo No. 1346-F(Y)/WB dated 02.05.2023, the Governor is pleased to specify the designation of Reporting and Reviewing Authorities in respect of the Self Appraisal Report of the WBA & AS officers, posted in Programme Management Unit (PMU), Bangla Sahayata Kendra (BSK) under Personnel & Administrative Reforms Department, Govt. of West Bengal in the following manner:

Name of Organisation	Department	Name of Post	Reporting Officer	Reviewing Officer
PMU, Bangla Sahayata Kendra	P & AR	Accounts Officer, PMU, Bangla Sahayata Kendra	Joint Secretary/ Additional Secretary/ Special Secretary (in charge of BSK)	Dispensed with
PMU, Bangla Sahayata Kendra	P & AR	Audit Officer, PMU, Bangla Sahayata Kendra	Joint Secretary/ Additional Secretary/ Special Secretary (in charge of BSK)	Dispensed with

2. In this case the Accepting Officer of Self Appraisal Report will be as mentioned in Finance Department Addendum No. 151-F(Y)/WB dated 24.01.2022.
3. This order will take immediate effect from Reporting Year 2024-25.
4. All concerned are being informed.

Sd/-
(Khalid A. Anwar)
Secretary to the Govt. of West Bengal

No. 283/1(7)-F(Y)/WB.

Date : 21.01.2025

Copy forwarded for information and necessary action to:

- 1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700001.
- 2) The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Kolkata – 700001.
- 3) The Additional Chief Secretary, Personnel & Administrative Reforms Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.
- 4) The Joint Secretary/ Additional Secretary/ Special Secretary, P & AR Department (in charge of BSK), Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.
- 5) The Accounts Officer, PMU, Bangla Sahayata Kendra (BSK), P & AR Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.
- 6) The Audit Officer, PMU, Bangla Sahayata Kendra (BSK), P & AR Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.
- 7) The OSD & E.O. Deputy Secretary, SRMS Cell of Group-T, Finance Department, Govt. of W.B.

21.1.25
Deputy Secretary to the Govt. of W.B