

# Government of West Bengal

Finance Department  
Audit Branch, WBA & AS Cell  
Writers' Buildings, Kolkata-700001

No.: 1483-F(Y)/WB

Dated: 29.05.2024

## 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 Finance Officer, Golden City Industrial Township Authority, Paschim Bardhaman under UD & MA 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, it is hereby specified that the Reporting and Reviewing Authority in respect of Self Appraisal Report of the WBA &AS officer in the following post will be as under :-

Name of Organisation	Department	Name of Post	Reporting Officer	Reviewing Officer
Golden City Industrial Township Authority, Paschim Bardhaman	Urban Development & Municipal Affairs	Finance Officer	Chief Executive Officer, Golden City Industrial Township Authority, Paschim Bardhaman	ACS/Principal Secretary/Secretary, UD & MA Department

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


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**No.: 1483/1(6)-F(Y)/WB.**

**Date: 29.05.2024**

Copy forwarded for information and necessary action to:

- 1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700001.
- 2) The Principal Secretary, UD & MA Department, NAGARAYAN, Block DF-8, Sector-I, Salt Lake, Kolkata-700064.
- 3) The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Kolkata – 700001.
- 4) The Chief Executive Officer, Golden City Industrial Township Authority, Paschim Bardhaman, BAPL Site, Block-Andal, P.O: Dakshinkhanda, Dist: Paschim Bardhaman, Pin: 713321.
- 5) The Finance Officer, Golden City Industrial Township Authority, Paschim Bardhaman, BAPL Site, Block-Andal, P.O: Dakshinkhanda, Dist: Paschim Bardhaman, Pin: 713321.
- 6) The Assistant Secretary, WBA & AS Cell, Group – 'T', Finance Department, Govt. of W.B, Writers' Buildings, Kolkata-700001.

  
29.05.24.  
**O.S.D & E.O Assistant Secretary  
to the Govt. of W.B**