

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

No. 1926-F(Y)/WB

Date: 26.06.2023

MEMORANDUM

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

Review of Self Appraisal Report mechanism and related guidelines thereof are being issued by this Department from time to time for the newly created posts borne in the West Bengal Audit & Accounts Service Cadre.

1. References have been received from different quarters in connection with determination of Reporting, Reviewing and Accepting Authority for initiation of Self Appraisal Reports (SAR) in respect of the WBA & AS officers posted as Controller of Finance in the 7 (seven) Police Commissionerates as detailed below and in partial modification of this Department No. 5683-F(Y)/WB, dated 18.11.2015 & read with No. 151-F(Y)/WB dated 24.01.2022, it is hereby specified that the Reporting, Reviewing and Accepting Authority in respect of Self Appraisal Report of the WBA & AS officers for the following posts will be as under :-

Name of the Organisation	Department	Name of the Post	Reporting Officer	Reviewing Officer	Accepting Officer
Kolkata Police Commissionerate	Home & Hill Affairs	Controller of Finance	Commissioner of Police, Kolkata Police Commissionerate	Dispensed with	ACS/ Principal Secretary, Finance Department
Police Commissionerate (except Kolkata Police Commissionerate)	Home & Hill Affairs	Controller of Finance	Commissioner of Police of the concerned Police Commissionerate	Secretary/ Senior Special Secretary/ Special Commissioner in the rank of Special Secretary/ Special Secretary/ Additional Secretary/ Joint Secretary in charge of Group 'T' (WBA & AS Cell), Finance Department	ACS/ Principal Secretary, Finance Department

2. This order will take immediate effect from the Reporting Year 2022-23.
3. All concerned are being informed.

Sd/- (K. A. Anwar)

Senior Special Secretary to the Govt. of W.B.

No. 1926/1(19)-F(Y)/WB.

Date : 26.06.2023

Copy forwarded for information and necessary action to:

- 1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700001.
- 2) The Additional Chief Secretary, Home & Hill Affairs Department, Govt. of W.B, NABANNA, Howrah-711102.
- 3) The Director General & Inspector General of Police, West Bengal Police Directorate.
- 4) The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Kolkata – 700001.
- 5) The Commissioner of Police, Kolkata Police Commissionerate, 18, Lalbazar Street, Kolkata-700001.
- 6) The Commissioner of Police, Howrah Police Commissionerate, 28, Nityadhyan Mukherjee Road, Howrah-711101.
- 7) The Commissioner of Police, Bidhannagar Police Commissionerate, Sai Complex, Municipality Main Road, LA Block, Salt Lake, Kolkata-700098.
- 8) The Commissioner of Police, Barrackpore Police Commissionerate, B.T. Road, Near Latbagan Main Gate, Chiriamore, Barrackpore, Pin: 700120.
- 9) The Commissioner of Police, Chandannagore Police Commissionerate, Netaji Subhas Road, Ghatakpara, Chinsurah R J, Chinsurah, Pin: 712101.
- 10) The Commissioner of Police, Asansol-Durgapur Police Commissionerate, Evelyn Lodge, Munshi Bazar, Asansol, Pin: 713304.
- 11) The Commissioner of Police, Siliguri Police Commissionerate, PCH3+CHR, Ward 47, Patiram Jote, Siliguri, Pin: 734010.
- 12) The Controller of Finance, Police Commissionerate.
- 13) The Assistant Secretary, WBA & AS Cell of Group-T, Finance Department, Govt. of W.B.
- 14) The Service Record Cell of Group – ‘T’, Finance Department, Govt. of W.B.

Assistant Secretary to the Govt. of W.B