

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

No. 1862-F(Y)/WB

Dated : 08.07.2024

**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, West Bengal State Council of Science & Technology under Science & Technology and Biotechnology 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>
West Bengal State Council of Science & Technology	Science & Technology and Biotechnology	Finance Officer	Member Secretary, West Bengal State Council of Science & Technology	ACS/ Principal Secretary/ Secretary of Science & Technology and Biotechnology 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**

**No. 1682/1(6)-F(Y)/WB.**

**Date : 08.07.2024**

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, Department of Science & Technology and Biotechnology, Vigyan Chetana Bhavan, 26/B, DD Block, Sector-I, Salt Lake, Kolkata-700064.
- 3) The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Kolkata - 700001.
- 4) The Member Secretary, West Bengal State Council of Science & Technology, Vigyan Chetana Bhavan, 26/B, DD Block, Sector-I, Salt Lake, Kolkata-700064.
- 5) The Finance Officer, West Bengal State Council of Science & Technology, Vigyan Chetana Bhavan, 26/B, DD Block, Sector-I, Salt Lake, Kolkata-700064.
- 6) The Assistant Secretary, WBA & AS Cell, Group - 'T', Finance Department, Govt. of W.B, Writers' Buildings, Kolkata-700001.

  
08.07.24.  
**OSD & EO Assistant Secretary  
to the Govt. of W.B**