

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor, Western Block,
Salt Lake, Kolkata-700 091

No.1503-IE/3M-87/2014

18/06/2018

MEMORANDUM

Whereas an introduction of uniform format of 'Self Appraisal cum Annual Confidential Report' (*hereinafter called as SAR for the sake of brevity*) for all Group-A employees of the State Government w. e. f 1st June'2018 has been decided by State Government in terms of Finance Department's Memorandum No.2748-F(P2) Dt.27.04.2018,

AND

Whereas, a guidelines detailing the modalities for submission of online Appraisal Report has been issued accordingly vide Finance Department's Memorandum No.2861-F(Y) Dt.6.05.2018,

Now, accordingly, the Governor is pleased to adopt the following procedure for Self Appraisal Report mechanism within the Gr-A Officers under administrative control of Irrigation & Waterways Department including the Officers deputed in this Department:

1. **Mandatory submission of 'Self Appraisal Report' through HRMS:** It shall be mandatory w. e. f Appraisal Year 2017-18 onwards to make submission of Self Appraisal Report through *Self Appraisal Sub-Module* of *HRMS* in terms of Memorandum No.2861-F(Y) Dt.6.5.2018.
2. **Introductory provision:** The Officers belonging to West Bengal Engineering Service (Irrigation) , West Bengal Sub-Ordinate Engineering Service, who have already submitted 'Self Appraisal Report' for the full period of the Appraisal year 2017-18, have to re-submit the same online through *Self Appraisal Sub-Module* of *HRMS*. The online SAR for the Appraisal Year 2017-18 in respect of Officers belonging to West Bengal Engineering Service (Irrigation) , West Bengal Sub-Ordinate Engineering Service (Irrigation) shall be available for submission in HRMS from 1st June,2018 onwards. The period of online submission of the SAR to respective Reporting Officers shall be up to 31st July,2018.
3. **Transitory provision:** The Annual Confidential Report/Self Appraisal Reports pertaining to the period up to Appraisal Year 2016-17 shall be continued to be accepted in the existing manner. In case of ACR/SAR for a part of the Appraisal Year 2017-18 has already been submitted by the Officer Reported Upon then that ACR/SAR shall be accepted by the Accepting Authority and a copy of the ACR/SAR thereafter shall be scanned uploaded online in the *Self Appraisal Sub-Module* of *HRMS* by the Custodian in the due course of time.
4. **Submission of SAR i.r.o. the Engineer- Officers posted on Deputation:** It shall be continued to be accepted in the existing manner. After acceptance of the same, a copy of the ACR/SAR thereafter shall be scanned & uploaded online in the *Self Appraisal Sub-Module* of *HRMS* by the Custodian in the due course of time.
5. **Custodian:** Secretary of Irrigation & Waterways Department will be the Custodian in terms of Memorandum No.2861-F(Y) Dt.6.05.2018.
6. **Nodal Officer:** Joint Secretary (Estb.) will be the Nodal Officer in terms of Memorandum No.2861-F(Y) Dt.6.05.2018.

This order will take immediate effect.

All concerned are being informed accordingly.


Joint Secretary to the
Government of West Bengal

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No.1504/1(22)-IE

18/06/2018

Copy forwarded for information and necessary action to :

1. The Additional Chief Secretary, Irrigation & Waterways Department.
2. The Financial Advisor ~~Secretary~~, Irrigation & Waterways Department.
3. The Secretary, Irrigation & Waterways Department.
4. P.S. to Hon'ble Minister-in-Charge, Irrigation & Waterways Department
5. The Joint Secretary (Works), Irrigation & Waterways Department.
6. The Joint Secretary (Revenue), Irrigation & Waterways Department.
7. The Deputy Secretary (Works-I), Irrigation & Waterways Department.
8. The Deputy Secretary (Works-II), Irrigation & Waterways Department.
9. The OSD & ex-Officio Deputy Secretary, Irrigation & Waterways Department.
10. The Registrar & D.D.O., Irrigation & Waterways Department.
11. The Assistant Secretary, Irrigation & Waterways Department.
- 12-19. Chief Engineer, _____ Irrigation & Waterways Directorate. He is requested to circulate the memorandum overleaf to the Superintending Engineer & Executive Engineer under his administrative control.
20. Section Officer, Vigilance Cell, Irrigation & Waterways Department.
- ✓ 21. Executive Engineer, DVC study cell, Irrigation & Waterways Directorate- with request to upload this Order in Department's Portal.
22. Guard File of establishment.


Joint Secretary to the
Government of West Bengal

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