

**Government of West Bengal**  
**Panchayats & Rural Development Department**  
**Joint Administrative Building**  
**HC-7, Sector-III, Saltlake, Kolkata-700106**

No. 3244-RD/O/13E-17/2019

Dated, 31<sup>st</sup> May, 2022

**NOTIFICATION**

The Governor is pleased in the interest of public service, to issue the following guidelines for initiating, reporting, reviewing and accepting of Self Appraisal Report (SAR) under HRMS or outside HRMS in respect of Engineers of this department under RWP set up of West Bengal Senior Service of Engineers (Civil) cadre :-

Sl No.	Officer reported upon and initiating SAR	Reporting Officer	Reviewing Officer	Accepting Authority
1.	Superintending Engineers posted at Head Quarters and in respective divisions	Chief Engineer	Cadre Controlling Authority not below the rank of Joint Secretary in the Department	Head of the Department (ACS/ Principal Secretary/ Secretary)
2.	Superintending Engineer posted at BRAIPARD	Director/ in charge of BRAIPARD	Cadre Controlling Authority not below the rank of Joint Secretary in the Department	Head of the Department (ACS/ Principal Secretary/ Secretary)
3.	Executive Engineers posted at Head Quarter	Superintending Engineer	Cadre Controlling Authority not below the rank of Joint Secretary in the Department	Head of the Department (ACS/ Principal Secretary/ Secretary)
4.	Executive Engineers posted at WBSRDA Divisions	Respective Superintending Engineer	Cadre Controlling Authority not below the rank of Joint Secretary in the Department	Head of the Department (ACS/ Principal Secretary/ Secretary)
5.	Executive Engineers posted at Zilla Parishads	Additional Executive Officer of Zilla Parishads	District Magistrate and Executive Officer of Zilla Parishads	Head of the Department (ACS/ Principal Secretary/ Secretary)
6.	Executive Engineer posted at Siliguri Mahakuma Parishad (SMP)	Additional Executive Officer of Siliguri Mahakuma Parishad (SMP)	District Magistrate and Executive Officer of Siliguri Mahakuma Parishad (SMP)	Head of the Department (ACS/ Principal Secretary/ Secretary)

2. This order supersedes all previous orders issued from time to time in this regard.

Sd/-  
Additional Secretary  
to the Government of West Bengal

No. 3244/1(20)-RD/O/13E-17/2019


Dated, 31<sup>st</sup> May, 2022

Copy forwarded for information and necessary action to:-

1. The Sabhadhipati (All) ..... Zilla Parishad.
2. The Secretary, Public Service Commission, West Bengal, 161A, S.P. Mukherjee Road, Kolkata - 700026.
3. The ACEO, WBSRDA.
4. The Director/in charge, BRIPARD,
5. The Special Secretary, Establishment Cell of this department.

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6. The Chief Engineer of this department.
7. The District Magistrate (All district).....
8. The Executive Officer (All Zilla Parishads) .....
9. The Executive Officer, SMP
10. The Additional Executive Officer (All Zilla Parishads) .....
11. The Additional Executive Officer, SMP.
12. The Superintending Engineer (All)..... of this Deptt.
13. The Section Officer of this department.
14. MIS Cell of this Department.  
They are requested to upload the order in the department's website.
15. Guard File.
16. Office copy.

  
21.5.2022  
Additional Secretary  
to the Government of West Bengal