

Government of West Bengal
Personnel & Administrative Reforms Department

MEMORANDUM

No. 307- PAR(WDCS) / 8P-185/05 Pt.

dated, the 24th January, 2008

The undersigned is directed by order of the Governor to state that the Governor has been pleased to decide to include the following provisions in the general instructions regarding writing and communication of Confidential Reports for the West Bengal Civil Service (Executive) Officers on and from financial years 2002-03 contained in this Department's Memo No. 4427-PAR(WDCS) / 8P-51/2003 dated 15/9/03.

2. (v) The current incumbent in a particular post shall be authorized to write the SARs of the officers reported upon, on the basis of available records which his / her predecessor (s) has / have not written and left the State on transfer and is not available for writing SARs at the present place, within a reasonable time.

This order will come into force with immediate effect.

B. Banik
Joint Secretary to the
Govt. of West Bengal, 10/1/08

No. 307/1(85) - PAR(WDCS) / 8P-185/05 Pt.

dated, the 24th January, 2008.

Copy forwarded for information and necessary action to:

- 1) Principal Secretary / Secretary Department.
- 2) The Commissioner, Division.
- 3) The District Magistrate, P.O. Dist.
- 4) The Director, Administrative Training Institute, ATI, Complex, Block-FC, Salt Lake, Kol-136.

B. Banik
Joint Secretary to the
Govt. of West Bengal, 10/1/08

Regarding ACT/21102