

West Bengal State Warehousing Corporation
(A Government Undertaking)
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Memo No : 1675/Genl./P(II)-46/SWC/21-22

Date : 25/08/2021

ORDER

Pursuant to approval of the authority this is to inform all concerned that Self Appraisal Report (S.A.R.) for FY 2020-21 in H.R.M.S. Module for all the employees in the pay roll of WBSWC except Deputationist and Outsourced employees shall be activated w.e.f. 01st September, 2021.

➤ **A brief guideline regarding implementation of S.A.R. in H.R.M.S. Module is as follows:**

1. All the employees in the pay roll of WBSWC except deputationist and outsourced employees shall submit their Self Appraisal Report (S.A.R.).
2. All the concerned employees shall submit their S.A.R. for FY 2020-21 to the Reporting Officer positively before 30th November, 2021.
3. Reporting Officer shall forward the S.A.R. with his comments by 31st December, 2021 to the Reviewing Officer.
4. Reviewing Officer shall forward the same to the Accepting Officer by 31st January, 2022.
5. Accepting Officer shall accept the S.A.R. for FY 2020-21 by 28th February, 2022.

➤ **Guideline for assigning authority viz. Reporting/Reviewing/Accepting Officer w.r.t. implementation of S.A.R. in H.R.M.S. Module:**

1. **Head Office, WBSWC (for all levels of staff & Superintendents) :**
 - a) **For General Section:** Reporting Officer- Zonal Officer (Estab.), Reviewing Officer- G.M. (Admin.), Accepting Officer-Secretary
 - b) **For Accounts Section:** Reporting Officer-G.M. (Finance), Reviewing Officer-C.G.M. (Finance), Accepting Officer-Secretary
 - c) **For Commercial Section:** Reporting Officer- G.M. (Commercial), Reviewing Officer- G.M. (Admin.), Accepting Officer-Secretary
 - d) **For Storage Section:** Reporting Officer- G.M. (Storage), Reviewing Officer-G.M. (Admin.), Accepting Officer-Secretary
 - e) **For Project Section:** Reporting Officer- A.D. (Project), Reviewing Officer-G.M. (Admin.), Accepting Officer-Secretary
 - f) **For RIDF Section:** Reporting Officer- Deputy Director (Food), Reviewing Officer- G.M. (Admin.), Accepting Officer-Secretary

2. **For Engineering Wing:**
 - a) **For Staff:** Reporting Officer- Executive Engineer (Civil), Reviewing Officer- Superintending Engineer, Accepting Officer-Secretary
 - b) **For Officers:** Reporting Officer- Superintending Engineer, Reviewing Officer- Secretary, Accepting Officer-Managing Director
3. **For SWC Godowns:**
 - a) **For Staff :** Reporting Officer- Zonal Officer/Superintendent, Reviewing Officer- G.M. (Storage), Accepting Officer- G.M. (Admin.)
 - b) **For Superintendent :** Reporting Officer- G.M. (Commercial), Reviewing Officer- G.M. (Admin.), Accepting Officer- Secretary
4. **For RIDF/GFD/PEG Godowns :**


For all Godown In-Charges/Superintendents: Reporting Officer- Deputy Director (Food), Reviewing Officer-G.M. (Admin.), Accepting Officer- Secretary
5. **For officers in the rank of Zonal Officer and above:**
 - a) **For Zonal Officer(s) posted at H.O. & Field Centres:** Reporting Officer- G.M. (Admin.), Reviewing Officer- Secretary, Accepting Officer- Managing Director
 - b) **For officers in the rank of G.M. :** Reporting & Reviewing Officer- Secretary, Accepting Officer- Managing Director

All the concerned employees are hereby requested to follow the aforesaid guidelines strictly for successful implementation of S.A.R. in H.R.M.S. Module.

On acceptance of the S.A.R. by authority concerned, completed S.A.R. will be forwarded directly to the 'Custodian' and will be preserved there.

As notified earlier, Zonal Officer (Estab.) will act as 'Custodian'.

This is issued with due approval of the Managing Director, WBSWC.



Secretary

Memo No. 1675/1(6)/Genl./P(II)-46/SWC/21-22

Date : 25/08/2021

Copy forwarded for information and taking necessary action to:

1. All Section Heads
2. All Z.O./Supdt./Gd. In-Charges of RIDF/GFD/PEG/SWC Godowns
3. The A.D. (Project)- **with the request to activate S.A.R. for FY 2020-21 in H.R.M.S. Module w.e.f. 01st September, 2021.**
4. S.S.P.-for uploading this in WMS and official website.
5. PA to the Managing Director, WBSWC
6. Guard File


25/8/21
Secretary