

West Bengal State Warehousing Corporation
(A Government Undertaking)
Khadya Bhavan, B-Block, (4th Floor)
11A, Mirza Ghalib Street,
Kolkata-700087.

Website: www.warehousingwb.com
Email : swc@wb.gov.in Phone: (033) 40019846

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Memo No : /Genl./P(II)-46/SWC/2021

Date : 24/08/2023

ORDER

Pursuant to approval of the authority this is to inform all concerned that Self Appraisal Report (S.A.R.) for FY 2021-22 in H.R.M.S. Module for all the Regular Employees of WBSWC shall be activated w.e.f. 01st September, 2023.

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

1. All the Regular Employees of WBSWC shall submit their Self Appraisal Report (S.A.R.).
2. All the concerned employees shall submit their S.A.R. for FY 2021-22 to the Reporting Officer positively before 18th September, 2023.
3. Reporting Officer shall forward the S.A.R. with his comments by 15th October, 2023 to the Reviewing Officer.
4. Reviewing Officer shall forward the same to the Accepting Officer by 15th November, 2023.
5. Accepting Officer shall accept the S.A.R. for FY 2021-22 by 10th December, 2023.

➤ 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 Regular 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-Z.O. (Accounts), Reviewing Officer-G.M. (Finance), Accepting Officer-Secretary.
 - c) **For Commercial Section:** Reporting Officer- Z.O. (Storage), Reviewing Officer-G.M. (Commercial), Accepting Officer-Secretary.
 - d) **For Storage Section:** Reporting Officer- Z.O. (Storage), Reviewing Officer-G.M. (Storage), Accepting Officer-Secretary.
 - e) **For Project Section:** Reporting Officer- Z.O. (Project), Reviewing Officer-G.M. (Admin.), Accepting Officer-Secretary.
 - f) **For RIDF Section:** Reporting & Reviewing Officer- Deputy Director (Food), Accepting Officer-Secretary.

2. For SWC Godowns:
 - a) For Regular Staff : Reporting Officer- Zonal Officer/Superintendent, Reviewing Officer-G.M. (Finance), Accepting Officer- G.M. (Admin.).
 - b) For Regular Superintendent(s) :Reporting Officer- Z.O. (Estab.), Reviewing Officer- G.M. (Admin.), Accepting Officer- Secretary.
3. 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.

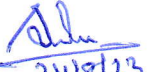

Secretary

Memo No. 1768/1(6) /Genl./P(II)-46/SWC/2021

Date : 24/08/2023

Copy forwarded for information and taking necessary action to:

1. All Section Heads, H.O., WBSWC.
2. All Z.O./regular Supdt./regular Staff of RIDF/GFD/PEG/SWC Godowns.
3. The Z.O. (Project)- *with the request to activate S.A.R. for FY 2021-22 in H.R.M.S. Module w.e.f. 01st September, 2023.*
4. S.S.P.-for uploading this in WMS and official website.
5. P.A. to MD-with the request to place it before the MD, WBSWC.
6. Guard File


24/8/23
Secretary