

Government of West Bengal
Finance Department
(Audit Branch)
Nabanna, Howrah - 711 102

No. 2861-F(Y)

Dated, Howrah, the 6th of May, 2018

MEMORANDUM

Sub: Introduction of online system of Self Appraisal Report in respect of
Group-A Officers of Government of West Bengal

Online system of management of the Self Appraisal Reports in respect of all Group-A Officers of Government of West Bengal has been introduced vide Memo. No. 2748-F(P2) dated 27.04.2018. With this end in view, in supersession of previous relevant guidelines issued in this regard, the Governor is hereby pleased to prescribe the following guidelines relating to submission and grading of Self Appraisal Reports for Group-A Officers of the State Government with effect from 1st June, 2018 in Performance Appraisal Sub-Module of Human Resource Management System (HRMS) of the State Government.

1. The Appraisal Year shall commence from 1st April of a Calendar Year and shall end on 31st March of the next Calendar Year.
2. There shall be a uniform format of SAR for all Group-A Officers of Government of West Bengal from Appraisal Year 2017-18 onwards.
3. The Self Appraisal Report assessing the performance, character, conduct and qualities of every Group-A Officer of the State Government (hereinafter referred to as Officer) for each Appraisal Year or for such period as may be specified by the State Government shall be written as per revised **form** (online version) given in **Schedule-I**. While filing up the relevant portions of the form in online mode, the Officers Reported Upon, Reporting Authorities, Reviewing Authorities and Accepting Authorities are required to follow the **general instructions** provided in **Schedule-II**.
4. The State Government may, at any time, make such modifications in the form as may be considered necessary.
5. The State Government may allow any Officer or a number of Officers to submit the form in offline mode for any particular period of assessment and in those cases, the State Government may ask the respective Reporting, Reviewing and Accepting Authorities to make their assessment for those Officers also in offline mode.
6. A concept of 'Custodian' has been introduced in the process of online SAR who will be the Cadre Controlling Authority itself or any such authority so authorised by the Cadre Controlling Authority. The Custodian of SAR of a particular Cadre(s) will be entrusted with the duty to keep the SAR of the members of the Cadre(s) in his/her custody. The general instructions for **Custodians** are provided in **Schedule-III**.
7. For smooth management of the Self Appraisal Reports of the Officers, a concept of 'Nodal Officer' has been introduced. The Nodal Officer shall be a Group-A Officer who will create the chain of SAR flow in the System and specify the reporting channel in

online mode. There shall be at least one Nodal Officer for each Cadre of a Department. The Nodal Officers may be created in the Department (L1)/Directorate (L2)/Regional (L3)/District (L4)/Sub-Division (L5)/Block (L6) level (depending upon the 'Stakeholder' created in the System) who will authenticate the SAR flow from employee to Reporting, Reviewing and Accepting Authorities.

For Example: For a Cadre X under the administrative control of Department Y, a single Nodal Officer may be created in the system for all Officers of that Cadre posted in any office OR the Department may create Nodal Officers for Cadre X in all the Districts who shall be entrusted with the duty of creating the hierarchy of Appraisal Authorities of the Officers Reported upon posted in such Districts.

The Nodal Officer shall also be responsible to define in the System whether the flow of SAR will be offline or online. The Nodal Officer may also change the Reporting/Reviewing/Accepting Authority with specific reasons. For the posts for which the comments of Reviewing/Accepting Authorities have been dispensed with, the reporting channel shall be accordingly specified by the Nodal Officer. The general instructions for **Nodal Officers** are provided in **Schedule-IV**.

8. The Cadre Controlling Authority controlling one or more Cadre(s) will create the Nodal Officer(s) within the System for the respective Cadre(s) under its control.
9. The Group-A officers posted on deputation will submit their SAR to the Reporting Authority offline in their prescribed formats, if applicable. In the same manner the Reporting Authority will submit the SAR to Reviewing Authority offline and in turn Reviewing Authority will submit it to the Accepting Authority offline. For deputation posts the Custodian will upload the SAR in the System after the same is accepted by the competent authority. At the time of uploading the SAR by the Custodian, the marks awarded to the Officer Reported Upon by different Authorities shall be entered by the Custodian in the System on an equivalent scale from 1 to 10 as in the online SAR System.
10. In case any of the Authorities (Reporting/Reviewing/Accepting) is not present in the online System then he/she can fill their portion of the SAR form offline. In such cases, their immediate preceding Authority in the chain/hierarchy will send the physical copy of the SAR to the Authority not present in the online System. Further, the Authority not present online will send the physical copy of the SAR after making its appraisal in offline mode to the immediate next Authority in the chain/hierarchy, who will upload the same in the System. At the time of uploading the SAR by such Authorities, there would be scope in the System to record the marks awarded to the Officer Reported Upon by their immediately preceding Authorities not present in the online System.

For Example – Suppose the Reporting Officer is a Government Officer having a HRMS Unique ID No. but the Reviewing Authority is an authority not having a HRMS Unique ID No. (For example: Sabhadhipati of Zilla Parishad, Chairman of Local Bodies, etc.). In this case the Reviewing Authority shall get the physical copy of SAR from the Reporting Authority and fill his/her portion of the SAR in offline mode and forward it to the next Authority (in this case the Accepting Authority) offline. The Accepting Authority in his turn shall scan and upload the Offline SAR in the System, enter attribute-wise marks and overall grading given by the Reviewing Authority in the System and then initiate his portion of appraisal.

11. An employee upon joining in a new post will get a blank SAR form in his/her Inbox after 3 months of continuous service in that post. The employee (Officer Reported Upon) shall submit his/her SAR within one month of release from that post or within 30th April of a Year corresponding to the previous Appraisal Year, whichever is earlier unless otherwise specified by the State Government/Cadre Controlling Authority. In case of delays, the SAR may be locked by the System. Locked SARs can only be unlocked by the concerned Nodal Officer. If an Officer Reported Upon does not initiate SAR in due time, primarily an alert message will be given in his Inbox and the Reporting Authority will be in a position to generate the SAR on behalf of the Officer Reported Upon, if required.
12. Only one Self Appraisal Report shall be written by an Officer for any particular period of the Appraisal Year and there shall be a single Reporting, Reviewing and Accepting Authority at each level of assessment who shall be specified in the reporting chain/hierarchy by the concerned Nodal Officer. Under no circumstances would there be more than one person assessing an SAR in the capacity of either Reporting, Reviewing or Accepting authority for a given period of time.
13. During an Appraisal Year, if the Officer Reported Upon functions in any post for a period of less than 3 months, no Self Appraisal Report will be required to be submitted for that period. In such a case, the Nodal Officer will generate a '**Not-Required Certificate**' for that period, as per format given in **Schedule-V**, and send it to the Custodian directly with an intimation to the Officer Reported Upon.
14. If any Officer remains on compulsory waiting, suspension, leave, during a period of report, no Self Appraisal Report will be required for such period. In such case, after decision of appropriate authority, a 'Not-Required Certificate' shall be generated by the Nodal Officer for the relevant period.
15. During a particular posting of the Officer Reported Upon, if the post of Reporting Authority is held by more than one person, the Self Appraisal Report may be split up by the Nodal Officer as per tenures of the respective Reporting Authorities.
16. After receiving the approved hierarchy from the Nodal Officer concerned, the Officer Reported Upon shall fill up the portions relevant to him with due care and attention and send it to the Reporting Authority.
17. Information on performance and other issues relating to additional charge(s), if held by the officer reported upon for more than 3 (three) months during the period of report, shall also be mentioned in the Report. This shall be taken into account by the Reporting, Reviewing and Accepting Authorities of the substantive post, while making their assessment.
18. The appraisal, including assessment against the attributes, shall be made by the Reporting Authority with respect to the Self Appraisal made by the Officer Reported Upon. In case of disagreement in respect of the achievements mentioned by the Officer Reported Upon, reasons shall be given.
19. The Reviewing Authority shall record his remarks in the Self Appraisal Report and in case of disagreement with the remarks of the Reporting Authority, he shall specify the reasons and make his own assessment against the attributes.

20. The Accepting Authority shall accept the Self Appraisal Report by making his own assessment appropriately.
21. The Cadre Controlling Authority for the Cadre(s) under its control will decide whether the SAR to be disclosed or not to the Officers Reported Upon.
22. If the Cadre Controlling Authority decides to disclose the SAR to the Officers Reported Upon for the Cadre(s) under its control:
- The Officer Reported Upon may agree with the assessment made in the Self Appraisal Report or he/she may make a representation for re-assessment to his/her Cadre Controlling Authority mentioning grounds for the same.
 - On getting such a representation, the Cadre Controlling Authority will examine the same and after considering the merit of the case, may allow for re-assessment by the authority concerned. In that case, the Cadre Controlling Authority will send the Self Appraisal Report to the Authority from whom re-assessment has been sought giving a defined time-frame for such re-assessment. After re-assessment at one level, subsequent steps will again follow and the process will be finally closed by the Cadre Controlling Authority with disclosure to the Officer Reported Upon.
23. In case of considerable delay in appraisal by any Reporting, Reviewing or Accepting Authority or for any other suitable reason, the Nodal Officer may, at any time, take away the Self Appraisal Report from that Authority and allot it to his successor or to his higher authority in the channel to make assessment. However, in such case the Nodal Officer shall give specific reasons for re-allotment of such SAR to any other Reporting, Reviewing or Accepting Authority.
24. In addition to the form of Self Appraisal Report, the Officer Reported Upon shall have to submit appraisal of attendance as introduced vide Memo No. 9135-F dated 10.9.2002 of the Finance Department.
25. The online method of submission and grading of Self Appraisal Reports will come into effect from the Appraisal Year 2017-2018 for all Group-A Officers. However, the online SAR for the Appraisal Year 2017-18 may be submitted w.e.f. 1st June, 2018.
26. For the purpose of SAR, the Nodal Officer, Custodian, Reporting Authority, Reviewing Authority and Accepting Authority need to use Digital Signature Certificate (DSC). In case an Authority does not have a DSC, procurement and use of DSC will be guided by G.O. No. 6138-F(Y) dated 28.11.2016 read with G.O. No. 5209-F(Y) dated 22.08.2017.



(H.K. Dwivedi)

Additional Chief Secretary
to the Government of West Bengal

**CONFIDENTIAL REPORT
FOR
GROUP 'A' OFFICERS BELONGING TO
CADRE.....,
GOVERNMENT OF WEST BENGAL**

Name of Officer :

HRMS Unique ID :

Year of Allotment :

Report for the Year :

Period : DD/MM/YY to DD/MM/YY

**CONFIDENTIAL REPORT
FOR
GROUP 'A' OFFICERS BELONGING TO
CADRE.....,
GOVERNMENT OF WEST BENGAL**

Report for the year:
Period :

PART- IA

PERSONAL DATA

(To be filled in by the Officer Reported upon)

1. Name of Officer :
2. HRMS Unique ID :
3. Service Specific Code (if any) :
4. Date of Birth :
5. Year of allotment :
6. Date of joining in the service :
7. Post held by the officer during the period of report :
8. Date of Joining to the post held by the officer during the period of report :
9. Department /District in which the officer was posted during the period of report :
10. Date of submission of Annual Declaration of Assets for the previous year (as on 01-01-2) as per the provisions of West Bengal Services (Duties, Rights and obligations) Rule, 1:

PART-I B**Appraisal of Attendance:**

APPRAISAL OF ATTENDANCE IN RESPECT OF GROUP-A EMPLOYEES AS INTRODUCED INTER ALIA,
IN FINANCE DEPARTMENT MEMO NO.-9135-F DATED 10.09.2002.

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early departure during the period under review :
4. No of days unauthorized absence without leave :
5. No. of days deducted as leave due to late attendance / early departure :
6. No. of days of effective attendance of the incumbent during the period under review (Item 1 minus Items 4 & 5) :
7. Percentage of late attendance or early departure as against the total no. of working days during the period under review (Item 3/ Item 1) % :
8. Percentage of effective attendance as against the total no. of working days during the period under review (Item 6/ Item 1) % :

Signature of Officer in Charge of
Establishment / Attendance
or Head of Office or Reporting Officer.

PART - II**(To be filled in by the Officer Reported upon)**

(Please read carefully the instructions given at the end of the form before filling up the entries)

1. Brief Description of Duties in substantive post (objective of the position you hold and the tasks you are required to perform, within 150 words):

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Did you hold any additional charge during the tenure?	Yes	No
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Serial no.	Description of Additional Charge	Period	
		From	To

2. Please specify your achievements as per perception:

Serial No.	For substantive charge	For Additional charge
01.		
02.		
03.		
04.		
05.		
06.		
07.		

08.		
09.		
10.		
11.		

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systematic improvement (resulting in significant benefits to the public and/or reduction in time and cost):

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4. Award / Honors received during the period of reporting:

Serial No.	Name of Award / Honor	Conferred by

5. Please State briefly the shortfalls in respect of your achievements. Please specify constraints or handicaps that you faced

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6. Details of the training programme (s), if any attended during the year under review

7. Indicate the specific areas in which you feel the need to upgrade your skills through training programmes:

Place :

Date :

Signature of the Officer Reported Upon

NAME IN BLOCK LETTERS

Designation
(During the period of Report)

PART-III**Annexure-I****(To be filled in by the Reporting Officer)**

(Please read carefully the instructions given at the end of the form before filling up the entries)

A) NATURE AND QUALITY OF WORK

- 1. Please state whether you agree with the answers relating to achievement and shortfalls. If not, state the reasons.**

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- 2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**

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B) ATTRIBUTES:

Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00).

Serial No.	Item	Assessment
01	Personality	
02	Capacity for sustained work	
03	Tact and ability to work with others	
04	Ability to control subordinates	
05	Reliability in carrying out instructions	
06	Ability to state a case	
07	Initiative	
08	Power of taking responsibility	
09	Power to inspire confidence in general public	
10	Attitude towards public at large	
11	Devotion to duty	
12	Knowledge of his work	

C) GENERAL:

1. State of health

2. Integrity

(Please see note below the instruction)

3. Pen picture of reporting authority on the overall qualities of the officer including areas of strength and lesser strengths and his/her attitude towards the weaker sections

(Statement of the Reporting Officer)

4. Do you agree with the "Appraisal on Attendance" as recorded

in Part – IB : (Yes / No)

5. Overall Grading: [Outstanding / Very Good / Good / Average / Below Average]

.....

Place :

Date :

Signature of the Reporting Officer

NAME IN BLOCK LETTERS:
Designation:
(During the period of Report)

PART –IV**Annexure-II****REMARKS OF THE REVIEWING OFFICER**

1. Do you agree with the assessment of the officer given by the Reporting Authority? (In case of disagreement, please specify the reasons; Is there anything you wish to modify or add in respect of item B of Part-III?)

2. Overall Grading (Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00) :

Place :

Date :

Signature of the Reviewing Officer

NAME IN BLOCK LETTERS:

Designation :
(During the period of Report)

PART-V

1. REMARKS OF THE ACCEPTING OFFICER

2. Overall Grading (Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00) :

Place :

Date :

Signature of the Accepting Officer

NAME IN BLOCK LETTERS:

Designation :
(During the period of Report)

**General instructions for filling up the Self Appraisal Report for Group A Officers
(appended to the form of Self Appraisal Report)**

1. Introduction:

1.1 The Self Appraisal Report (SAR) provides the basic and vital inputs for assessing the performance of an Officer as well as for further advancement in his/her career. Its objective is to develop an Officer so that he/she realises his/her true potential. The appraisal mechanism should, therefore, be used as a tool for human resource development rather than a mere judgmental exercise or fault-finding process.

1.2 It should be the endeavour of each appraiser to present the truest possible picture of the Officer Reported Upon in regard to his/her performance, conduct, behaviour and potential. Also, they should not shy away from reporting shortcomings in performance, attitude or overall personality of the Officer Reported Upon.

1.3 The Officer Reported Upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling up the form with a high sense of responsibility. The columns should be filled up with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Assessment should be confined to the appraisee's performance during the period of report only.

1.5 Time-schedule for writing and communication of SAR shall be strictly maintained at each level.

1.6 In many cases, Officers may hold additional charge(s) for a considerable period of time on the basis of order issued by the administrative Departments or District administration. In such cases Officers who hold additional charge(s) for more than 3 (three) months, there should be a reflection of his/her achievement with respect to the posts held by him/her additionally. But the Officer Reported Upon need not send his/her Self Appraisal Report for the post held on additional charge separately. Instead he shall provide information relating to his/her additional charge(s) in the appropriate portions of the SAR format and send the same to the Reporting Authority corresponding to his/her substantive post. While making assessment, the Reporting Authority and subsequent higher authorities for the substantive post will take into consideration his/her performance related to the post held in additional charge.

1.7 If any of the authorities (Reporting/Reviewing/Accepting) is not present in the online System then he/she can fill up SAR offline and the immediate next authority will upload the same in the System. At the time of uploading the SAR by such authorities, there would be scope in the System to record the marks awarded to the officers by previous authorities.

1.8 The Group 'A' officers posted on deputation will submit their SAR to the Reporting authority offline. In the same manner the Reporting Authority will submit the SAR to Reviewing Authority offline and in turn Reviewing Authority will submit it to the Accepting Authority offline. For deputation posts the Custodian will upload the SAR in the System after the same is accepted by the competent authority. At the time of uploading the SAR by the Custodian, the marks awarded to the Officer Reported Upon by different Authorities shall be entered by the Custodian in the System on an equivalent scale from 1 to 10 as in the online SAR System. If the grading system for the SAR at the post where the Officer Reported Upon

is on deputation is in a scale different from the scale followed by the State Government in online system of Self Appraisal Report, the grades shall have to be converted into an equivalent scale from 1 to 10 as in the online SAR system.

2. (A) Filing up of Self Appraisal Report (Online mode):

(i) PART-I A

2.1 In this Section some of the data will be populated from the System automatically and rest will have to be entered in the System manually by the Officer Reported Upon.

2.2 Period of report may either be the entire reporting year, namely, from 1st of April to 31st March or a part of the year. If any Officer remains posted in different assignments in a particular reporting year, the relevant entry in Part-IA should be made for each assignment and the SAR of that Officer shall be split up as per each assignment accordingly.

(ii) PART-I B

2.3 Point numbers 1 to 5 of this part will be filled up by the **Officer Reported Upon**.

2.4 Point numbers 6 to 8 will be automatically calculated by the System.

(ii) PART-II (Self Appraisal)

2.5 The **Officer Reported Upon** is first required to give brief description of his/her duties and responsibilities in substantive post under Point no. 1, which would normally not exceed about 150 words. Ideally, this should be in bullet form.

2.6 If there are additional charge(s) held by the Officer Reported Upon then the same should be clearly mentioned in this Part. The description of the same should also be given in this Part.

2.7 The achievements in the substantive as well as in the additional post should be mentioned clearly in point no. 2 of this Part.

2.8 Part-II also provides an opportunity for the Officer to mention about any exceptional contribution made by the Officer during the period of report even in activities otherwise regarded as routine in nature.

2.9 The Officer Reported Upon should give the information of awards/honours received by him/her during the period of appraisal.

2.10 The Officer shall mention the factors that hindered his/her performance in the relevant portion of Part-II.

2.11 The Officer Reported Upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programmes therefore.

(iii) PART-III (Appraisal)

2.12 Part-III requires the **Reporting Authority** to comment on Part-II as filled up by the Officer Reported Upon and specifically state whether he/she agrees with the responses in relation to the accomplishments. In case of disagreement, the Reporting Authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

2.13 This Part then requires the Reporting Authority to comment on the exceptional contribution claimed by the Officer Reported Upon.

2.14 Thereafter, this Part requires the Reporting Authority to record his/her assessment {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} on different attributes in respect of the Officer Reported Upon.

2.15 The Reporting Authority is also required to comment on the general state of health of the Officer Reported Upon.

2.16 Part-III requires the Reporting Authority to comment on the integrity of the Officer Reported Upon.

2.17 The Reporting Authority is also required to record a descriptive pen-picture on the overall qualities of the Officer Reported Upon including areas of strengths and lesser strengths and his/her performance including his/her attitude towards Weaker Sections. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made about the Officer in this Part. It need not exceed about 100 words.

2.18 Finally, the Reporting Authority is required to record an overall grade with respect to the Officer Reported Upon.

(iv) PART-IV (Review)

2.19 This Part is to be filled up by the Reviewing Authority. He/she is required to indicate if he/she agrees with the assessment made by the Reporting Authority. In case of disagreement, he /she shall record the reason thereof and make his/her own assessment against the attributes in the column specifically provided for the purpose in Part-III.

2.20 Thereafter, this Part requires the Reviewing Authority to record his/her assessment {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} on different attributes in respect of the Officer Reported Upon.

2.21 The Reviewing Authority is also required to record an overall grade {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} in respect to the Officer Reported Upon.

(v) PART-V (Acceptance)

2.22 This Part is to be filled by Accepting Authority. He/she is required to give his/her remarks in point no. 1.

2.23 Thereafter, this Part requires the Accepting Authority to record his/her assessment {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} on different attributes in respect of the Officer Reported Upon.

2.23 The Accepting Authority is also required to record an overall grade {Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00)} in respect to the Officer Reported Upon.

2. (B) Filing up of Self Appraisal Report (Offline mode):

The above instructions will remain applicable for offline filing and transmission of Self Appraisal Reports with the following exceptions:

- (a) Offline version of the form shall be used.
- (b) Part-IA, IB and II of the form will be filled up by the Officer reported upon.
- (c) The Not Required Certificate, in appropriate case, shall be issued by the Reporting Officer concerned and sent to the appropriate authority.

3. Disclosure & Re-assessment:

3.1 The Cadre Controlling Authority for the Cadre(s) under its control will decide whether the SAR to be disclosed or not to the Officers Reported Upon.

3.2 If the Cadre Controlling Authority decides to disclose the SAR to the Officers Reported Upon for the Cadre(s) under its control:

- i. The Officer Reported Upon may agree with the assessment made in the Self Appraisal Report or he/she may make a representation for re-assessment to his/her Cadre Controlling Authority mentioning grounds for the same.
- ii. On getting such a representation, the Cadre Controlling Authority will examine the same and after considering the merit of the case, may allow for re-assessment by the authority concerned. In that case, the Cadre Controlling Authority will send the Self Appraisal Report to the Authority from whom re-assessment has been sought giving a defined time-frame for such re-assessment. After re-assessment at one level, subsequent steps will again follow and the process will be finally closed by the Cadre Controlling Authority with disclosure to the Officer Reported Upon.

Guidelines for Custodian

1. Custodian is entrusted with the responsibility of safe keeping the SAR of the Group-“A” Officer after the SAR of the Officers is accepted by the Accepting Authority.
2. In case the Accepting Authority is outside the scope of HRMS, the custodian would scan the physical copy of SAR provided by Accepting Authority to the custodian and upload it to the system. He/ She would also fill up the assessment portion (i.e., Marks given by the Accepting Authority etc.) in the system.
3. In case the employee is on deputation, the total flow of SAR would be offline. In that case the custodian would scan the total SAR and upload the same to the system. He/ She would also fill up the assessment portion (i.e., Marks given by the Reporting, Reviewing and Accepting Authority) in the system. At the time of uploading the SAR by the Custodian, the marks awarded to the Officer Reported Upon by different Authorities shall be entered by the Custodian in the System on an equivalent scale from 1 to 10 as in the online SAR System. If the grading system for the SAR at the post where the Officer Reported Upon is on deputation is in a scale different from the scale followed by the State Government in online system of Self Appraisal Report, the grades shall have to be converted into an equivalent scale from 1 to 10 as in the online SAR system.
4. If there is any requirement of opening any old SAR, a system generated OTP would go to the Custodian’s registered Mobile Number and using it he/ she can open the SAR.
5. If any request for disclosure of SAR of any officer is made to the custodian by the appropriate authority, the custodian would send such SAR to the appropriate authority as directed.

Schedule - IV

Guidelines for nodal officer

1. The Nodal Officer shall be responsible to define in the system whether the flow of SAR will be offline/ online.
2. The task of the Nodal Officer is to specify the Reporting, Reviewing and Accepting Authorities for a relevant period of the concerned Group A officers.
3. For the posts for which the comments of Reviewing / Accepting Authorities have been dispensed with, the reporting channel shall be accordingly specified by the Nodal Officer.
4. During an Appraisal Year, if the Officer Reported Upon functions in any post for a period of less than 3 months, no Self Appraisal Report will be required to be submitted for that period. In such a case, the Nodal Officer will generate a '**Not-Required Certificate**' for that period, as per format given in **Schedule-V**, and send it to the Custodian directly with an intimation to the Officer Reported Upon.
5. In case of considerable delay in appraisal by any Reporting, Reviewing or Accepting Authority or for any other suitable reason, the Nodal Officer may, at any time, take away the Self Appraisal Report from that Authority and allot it to his successor or to his higher authority in the channel to make assessment. However, in such case the Nodal Officer shall give specific reasons for re-allotment of such SAR to any other Reporting, Reviewing or Accepting Authority.
6. If any Officer remains on compulsory waiting, suspension, leave, during a period of report, no Self Appraisal Report will be required for such period. In such case, after decision of appropriate authority, a '**Not-Required Certificate**' shall be generated by the Nodal Officer for the relevant period.
7. In case of delays in submission of SAR by the Officer Reported Upon, the SAR may be locked by the System. Locked SARs can only be unlocked by the concerned Nodal Officer.
8. During a particular posting of the Officer Reported Upon, if the post of Reporting Authority is held by more than one person, the Self Appraisal Report may be split up, if required by the Nodal Officer as per tenures of the respective Reporting Authorities.

Schedule-V

Not Required Certificate

This is to certify that no Self Appraisal Report in respect of Mr./Ms./Dr.
..... will be required for the period from
..... to due to the following reason:

Reason: Compulsory Waiting / Leave / Suspension /Posting for not more than 3
months/Other.

Reason in detail (if 'other' above is chosen) -----

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Nodal Officer