

**Government of West Bengal**  
**Water Resources Investigation & Development Department**  
**Khadya Bhawan, 5<sup>th</sup> floor, Block-A**  
**11A Mirza Galib Street, Kolkata-700087**

No. 2952-WI/O/IM-33/2018

Date: 05/09/2018

**NOTIFICATION**

The Government of West Bengal has introduced online Self Appraisal Report (SAR) in WBIFMS module. With a view to streamline the procedure of writing and processing of SAR of Officers belonging to the Geological Wing, Chemical Wing, Meteorological Wing & Geophysical Wing of State Water Investigation Directorate, the Governor is hereby pleased to appoint the authorities mentioned in the corresponding entries in column (iii), (iv) & (v) in the "Schedule" hereunder as "Reporting", "Reviewing" & "Accepting" Officers/ Authority(s) respectively, in respect of Officers belonging to Geological Wing, Chemical Wing, Meteorological Wing & Geophysical Wing in respect of the officers posted in State Water Investigation Directorate and holding the posts mentioned in column-(ii) below. The terms Reporting, Reviewing and Accepting Officer/ Authority of SAR have the same meaning as envisaged in the respective orders of the Finance Department, Government of West Bengal introducing online SAR.

**SCHEDULE**

**(A) Geological Wing**

Sl. No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
(i)	(ii)	(iii)	(iv)	(v)
1	Additional Director (Earth Science)	Director, SWID	Principal Secretary	Minister-in-Charge,
2	Senior Geologist, Division & attached to Circle office	Superintending Geologist	Director, SWID	Principal Secretary
3	Senior Geologist attached to Director office	Additional Director (Earth Science)	Director, SWID	Principal Secretary
4	Geologist attached to Sub Divisions	Senior Geologist of respective Division	Superintending Geologist	Director, SWID
5	Geologist attached to Geological Circle	Senior Geologist of Circle	Superintending Geologist	Director, SWID
6	Geologist attached to Director office	Senior Geologist of Director office	Additional Director (Earth Science)	Director, SWID

**(B) Chemical Wing**

Sl. No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
(i)	(ii)	(iii)	(iv)	(v)
1	Senior Chemist, Divisional Chemical & Hydrological Laboratory (DCHL)	Superintending Geologist	Director, SWID	Principal Secretary
2	Senior Chemist, Central Chemical & Hydrological Laboratory (CCHL), attached to Director office	Additional Director (Earth Science)	Director, SWID	Principal Secretary
3	Chemist attached to Regional Chemical & Hydrological Laboratory (RCHL)	Senior Chemist in charge of respective DCHL/CCHL	Superintending Geologist	Director, SWID
4	Chemist, CCHL, attached to Director office	Senior Chemist in charge of CCHL	Additional Director (Earth Science)	Director, SWID
5	Assistant Chemist attached to RCHL	Chemist attached to RCHL	Senior Chemist in charge of respective DCHL/CCHL	Superintending Geologist

**(C) Geophysical Wing**

Sl. No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
(i)	(ii)	(iii)	(iv)	(v)
1	Senior Geophysicist	Additional Director (Earth Science)	Director, SWID	Principal Secretary
2	Geophysicist	Senior Geophysicist	Additional Director (Earth Science)	Director, SWID

**(D) Meteorological Wing**

Sl. No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
(i)	(ii)	(iii)	(iv)	(v)
1	Senior Meteorologist	Additional Director (Earth Science)	Director, SWID	Principal Secretary
2	Meteorologist	Senior Meteorologist	Additional Director (Earth Science)	Director, SWID

The Governor is further pleased to direct that the current incumbent in a particular post shall be authorized to report on/ review or accept the SAR, as the case may be, for the period for which his/her predecessor(s) has/ have not taken necessary action on the SAR, and left the State on

transfer and/ or is not available for writing/ accepting SAR at the present place within a reasonable time, on the basis of available records.

It is to further instruct that in case Reporting / Reviewing officer in respect of any incumbent, has not been posted for the requisite period, the next higher authority will conjointly report and review on the SAR.

It is also to further instruct that for incumbent(s) posted on deputation and where by a formal work distribution order, of the Head of the Directorate or an appropriate authority, the Deputationist reports directly to the Reviewing authority, the latter will conjointly report and review on the officer's SAR.

For the SAR of the Engineer-Officers presently holding posts in the Secretariat of the Department, the rules, regulations and procedures mandated by the P&AR Department for WBSS cadre Officers in the Secretariat shall apply mutatis mutandis.

This order is issued in consonance with the Memorandum No. 2748-F (P2) dated 27.04.2018 read with 4730-F(Y) dated 25.07.2018 and is effective in respect of Appraisal Year 2017-18 and onwards.

By Order of the Governor,

Principal Secretary to the Government of West Bengal

No. 2952 /1(9)/W/O/IM-33/2018

Date: 05/09/2018

Copy forwarded for information & necessary action to:

1. The Project Director, WBADMI Project
2. The Chief Engineer-I/II/ Director of Personnel & Ex-Officio Chief Engineer, WRDD/ Additional Project Director, WBADMI Project/ Administrator (Chief Engineer) Teesta CADA/ Director, State Water Investigation Directorate.
3. The Additional Chief Engineer (AI)/ (R&D), WRDD.
4. The Additional Director, Engineering/ Earth Science, SWID.
5. The Superintending Geologist, \_\_\_\_\_ Circle.
6. The Sr. Geologist, \_\_\_\_\_ Division.
7. The Geologist, \_\_\_\_\_ Sub-Division.
8. The Senior Chemist/ Chemist/ Assistant Chemist/ Sr. Meteorologist/ Meteorologist/ Sr. Geophysicist/ Geophysicist, \_\_\_\_\_
9. Nodal Officer, \_\_\_\_\_ WRDD/ SWID/ CADA / WBADMIP / Circle.

Joint Secretary to the Government of West Bengal

No. 2952/2(6) /W1/O/IM-33/2018

Date: 05/09/2018

Copy forwarded for information & necessary action to:

1. The PS to Hon'ble Minister-in-Charge, WRI&D Department.
2. The Sr. PS to Principal Secretary, WRI&D Department.
3. The Sr. PS to Engineer-in-Chief & Ex-Officio Secretary, WRI&D Department.
4. The Sr. PS to Joint Secretary (MI)/ (Estab)/ (Law), WRI&D Department
5. Guard File

  
05/09/2018  
Joint Secretary to the Government of West Bengal