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**Government of West Bengal  
Department of Agriculture  
Establishment (Dte) Branch  
Writers' Buildings  
Kolkata**

No. 5478-Estab(Dte)/AG/O/2P-40/2010

Dated, 20<sup>th</sup> December, 2010

**Memorandum**

For some time past the Department is considering to specify authorities for initiating /reviewing/accepting Annual Confidential Reports of the officers of West Bengal Agricultural Service (Administration), West Bengal Agricultural Service & West Bengal Higher Agricultural Service (Research) and West Bengal Agricultural Service & West Bengal Higher Agricultural Service (Evaluation).

After careful consideration of all aspect, the Governor is pleased to designate officers as mentioned in the column 3, 4 & 5 of the schedule appended hereunder to act as 'Reporting' 'Reviewing' & 'Accepting' authority in respect of W.B.A.S (Admn), WBAS & WBHAS (Research) and WBAS & WBHAS (Evaluation) Officers. Normally ACRs of an officer should be initiated/reviewed by immediate higher officer in rank .But in case of any vacancy in that post, the ACR may be initiated /reviewed by next higher authority. If there is any issue of interpretation of the schedule in respect of reporting /reviewing officer, this principle would prevail

However, Accepting officer would be as mentioned in the schedule.

Governor is also pleased to prescribe the following procedure for initiation/review/acceptance of A.C.Rs in respect of the officers of W.B.A.S (Admn), WBAS & WBHAS (Research) and WBAS & WBHAS (Evaluation) Service.

- a) The Annual Confidential Reports in respect of W.B.A.S (Admn), WBAS & WBHAS (Research) and WBAS & WBHAS (Evaluation) Officers shall be initiated/reviewed immediately after close of every financial year.
- b) The reporting officer shall record his views in respect of the officer reported upon in specified Format and transmit the same to the reviewing officer by 30<sup>th</sup> June, keeping a copy to his end.
- c) The reviewing officer shall transmit the ACR to the accepting officer by 31<sup>st</sup> July of that year.
- d) Agriculture Department, Establishment (Dte) Branch shall be the custodians of the ACRs,of WBAS(Admn), WBAS & WBHAS (Research) and WBAS & WBHAS (Evaluation) Officers.
- e) ACRs shall clearly indicate the period it pertains.

R. T. C.

- f) Full name of the officer along with designation of the reported officer shall be mentioned clearly in the Annual Confidential Report.
- g) This order shall come into effect from the date of issue of order.
- h) This order supersedes all previous orders in respect of the above mentioned officers only.

**SCHEDULE**

Sl. No	Category of Officers	Reporting Officer	Reviewing Officer/ Countersigning Officer	Accepting Officer
1.	Director of Agril (Admn)/DA & EOS	Secretary/Prin.Secretary.	Secretary/ Prin.Secretary	M.I.C
2.	Addl. Director of Agril ADA(G)/ADA(CC)/ ADA(Spl)/PC & EO,ADA/ ADA(Eva)/ADA(Admn)/ ADA North Bengal Region	D.A, W.B/	Secretary/ Prin.Secretary	MIC
3.	Jt. Director of Agril. of Ranges	A.D.A(G)/ A.D.A(NBR)	DA, W.B.	Secretary/ Prin. Secretary
4.	Jt. D.As (Evaluation)	Addl.D.A(Eva)	DA, W.B.	Secretary/ Prin. Secretary
5.	Jt.D.As-SC/P.P.& QC/WBP/Extn./Farm/Plan/ PRP &I	Concerned ADA of Hqs.	DA, WB	--- Secretary/ Prin. Secretary
6.	Dy. Director of Agril. (M&F)/ (O.S) /Training/CDP/(Seed Cert.)/PP & QC/BCL/TPC./ F. c.	Concerned A.D.A of HQ	DA, WB	Secretary/ Prin. Secretary
7.	Dy. Director of Agril.(Evaluation Wing)	ADA (Evaluation)	DA, WB	Secretary/ Prin. Secretary
8.	Dy.D.A (Admn) at Dist. & /DDA(Trg),Agrl. Training Centre.  Dy.D.A. Soil Conservation Wing)	Jt.D.A of concerned Range/ADA(NBR) for N.B. Districts  Jt.D.A.(Soil Conservation)	DA, WB  DA, WB	Secretary/ Prin. Secretary  Secretary/ Prin. Secretary

9.	Asst.D.A(Admn) Block/Subdivision/district	Dy.D.A (Admn) of Dist Concerned.	ADA(NBR) for N.B.Dists & Jt.D.A.Range.	D.A., W.B.
	Asstt. D.A (Soil Conservation Wing)	Dy.D.A (Soil Conservation Wing)	Jt.D.A(Soil Conserv)	D.A., W.B.
	Asstt.D.A (Trg) of ATCs	Dy.D.A (Trg) of ATC	Addl.D.A concerned.	D.A., W.B.
	Asstt.D.A (Seed Cert.)/SI & QC/ /BCL	Dy.DA (Seed Cert.)/Jt.D.A (PP & QC)	ADA concerned	D.A., W.B
	Asstt. D.A. (Farm) at Block/Sub- Division/Dist/Res.Station	Concerned Dy.DA(Admn)/ Head of the Research Station.	JDA Ranges/ ADA(Rcs.)	D.A., W.B.
10.	Asst. Evaluation Officer At district level	Jt. D.A (Evaluation Wing)	ADA(Eva)	D.A., W.B.

### RESEARCH

1.	ADA (Res.)	D.A.,W.B/	Secretary/ Pr.Secretary	MIC
2.	JDAs	ADA (RES.)	D.A.,W.B/	Pr.Secy. Agrl. Deptt.
3.	WBHAS Gr.II Officers in the different Res. Stations	Concerned JDA of the Res.Station.	ADA (Res.)/  ADA (Res.)/	Pr.Secy. Agrl. Deptt  Pr.Secy. Agrl. Deptt
	C.S.C.O E.B.- I E.B. II E.B. II	JDA (S.C.) JDA (R.D.) JDA (Pulse) JDA (Res.)		
4.	Agronomist, ZARS/Agronomist, Dry/Land Res. Station/Agronomist Sugarcane Res. Stn. Entomologist, WB/Mycologist, W.B.	JDA (Res.)	ADA(Res.) /	Pr.Secy. Agrl. Deptt
5.	A.C.W.B. and A.C. of Soil Testing Laboratories/ Fertilizers Control Lab./Insecticides Control Laboratories.	JDA (Chemistry)	ADA(Res.) /	Pr.Secy. Agrl. Deptt
6.	WBAS Officers in the different Res.Stn. Soil Testing Lab./ Insecticides Control Lab./Soil Survey/ Sugarcane Res. Stn.	Respective Head of the Res. Stn. Laboratories/CSSO/ JDA (Res.)	ADA (Res.)	DA, WB

7..	WBAS Officers in the Seed Testing Laboratories	JDA (Res.)	ADA (Res.)	DA, WB
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- D.A., W.B includes D.A., W.B. & Ex-Officio Secy.
- ACRs in respect of which Secretary/Principal Secretary is Accepting Authority, should be countersigned by D.A, W.B.

By Order of the Governor

Sd/ A.K. Agarwal

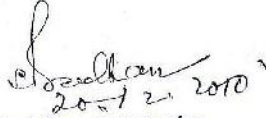
Principal Secretary  
to the Govt. of West Bengal

No. 5478/1(5)-Estab (Dte)

Date 20.12.2010

Copy forwarded for information to :-

- 1) Director of Agriculture, West Bengal, Writers, Buildings, Kolkata-1:
  - 2) Addl. Director of Agriculture (Admn).
  - 3) Addl. Director of Agriculture (Research)
  - 4) Addl. Director of Agriculture (Evaluation)
- ✓ 5) Guard File.

  
20-12-2010  
Assistant Secretary to the  
Govt. of West Bengal.

Draft

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Dated, 20<sup>th</sup> December, 2010

O R D E R

As per normal procedure Annual Confidential Report of an officer of W.B.A.S (Admn) Service is initiated/reviewed /accepted respectively by officers next above the hierarchy. But it has been observed that in some cases the ACRs of an officer for a particular period (s) has not been initiated /reviewed/accepted by the officer, specified to initiate/review/accept the ACR during the relevant period on account of transfer/retirement/ dismissal from service etc. It creates difficulty in assessment of performances of the officer for considering eligibility of the officer for promotion and other service benefits.

Now the Governor is pleased to order that in such cases when concerned officer is not available for reasons as stated above the present incumbent shall initiate /review/accept the ACR on the basis of performance and other available records, in respect of the officer to be reported upon.

This order will take immediate effect.

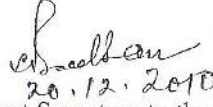
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20.12.2010  
Assistant Secretary to the  
Govt. of West Bengal.