

Government of West Bengal
Department of Higher Education
Social Education Branch
Bikash Bhavan, 6th Floor, Block-DF, Sector-I
Salt Lake, Kolkata - 700 091

No. 128/HED-21014(18)/2/2025 (E-1209102)

Dated, Kolkata, the 10th July, 2025

Memorandum

The Governor is pleased to empower the authorities mentioned in the corresponding entries in the table below as “**Reporting Officer**”, “**Reviewing Officer**” and “**Accepting Officer**” in respect of the officers belonging to the “Others” Cadre under the State Govt. for the purpose of submission of the Self-Appraisal Report (SAR).

Designation of the Group-A Officer	Reporting Officer	Reviewing Officer	Accepting Officer
Assistant Curator, Institut de Chandernagor.	Director, Institut de Chandernagor.	Jt. Secretary/Special Secretary /Sr. Special Secretary who is in charge of Social Education Branch, Higher Education Deptt.	Principal Secretary of the Higher Education Deptt.

The Governor is also pleased to say that Sri Ardhendu Tikadar, Assistant Secretary, Higher Education Department will act as Nodal Officer for Self-Appraisal Report (SAR) of the Institut de Chandernagor.

This order is issued with reference to Finance (Audit) Department's Memo No. 2748-F(P2) dated 27.04.2018 read with Memo No. 2861-F(Y) dated 06.05.2018.

All other concerned is hereby informed accordingly.

Sd/-
Deputy Secretary
to the Govt. of West Bengal

No. 128/1(8)/HED-21014(18)/2/2025 (E-1209102)

Dated, Kolkata, the 10th July, 2025

Copy forwarded for information and necessary action to the:

1. Director, Institut of Chandernagor, Strand Road, Chandernagore, Hooghly, Pin - 712 126;
2. Assistant Secretary, Establishment Branch, Higher Education Department ---- with a request to create the login ID in IFMS_HRMS Portal for Nodal Officer for Self-Appraisal Report (SAR) of the Institut de Chandernagor (HOO code: 2HEHO006);
3. Sri Ardhendu Tikadar, Assistant Secretary, Higher Education Department;
4. Sr. P.S. to the Principal Secretary, Higher Education Department of this Government;
5. P.A. to the Senior Special Secretary, Social Education Branch, Higher Education Department;
6. Finance (Audit) Department of this Government;
- ✓ 7. IT cell of Higher Education Department for up-loading this G.O. in the Website;
8. Office Copy.


Deputy Secretary
to the Govt. of West Bengal