

Government of West Bengal

Department of Fisheries, Aquaculture, Aquatic Resources & Fishing Harbours,

IT Building, (7th & 8th Floor)

31, G. N. Block, Sector-V, Salt Lake City, Kolkata – 700 091.

No. Con. 1414-Fish/C-VI/4E-14/12,

Dated, Kolkata, the 23rd June, 2016.

NOTIFICATION

The undersigned is directed by order of the Governor to say that the Fisheries Deptt vide Notification No. Con.1704-Fish/C-VI/4E-14/2012, dt. 06.08.2013, together with its subsequent order No. 1743-Fish/C-VI/4E-14/2012, dt.27.06.2014 has introduced the system of Self Appraisal Reports(SARs) for performance reporting of the officers belonging to the cadre of West Bengal Fisheries Service and West Bengal Junior Fisheries Service Grade-I and the system of Annual Confidential Reports(ACRs) for performance appraisal of the officers belonging to the cadre of West Bengal Junior Fishery Service Grade-II as well as empowered competent authorities for reporting, reviewing and accepting those prescribed reports. The issue of introducing Open Performance Reports (OPRs) for performance reporting of the Fishery Field Assistants was under active consideration of this Deptt. for some time past.

In supersession of all the previous orders issued on the subject-matter the Governor, is hereby pleased to specifically empower the authorities mentioned in the corresponding entries in columns 3, 4 & 5 of 'Schedule-I' appended hereunder as "Reporting", "Reviewing" & "Accepting" Authorities respectively, in connection with the performance appraisal in respect of the officers specified in Column 2 of the following schedule-I.

SCHEDULE-I

Sl. No.	Post	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1.	WBJFS Gr-I Officers posted in the Head Quarters	DDF of concerned Section	Addl. Director of Fisheries(Tech.)	Director of Fisheries
2.	WBJFS Gr-I Officers posted in the office of the Jt. D.F. (ME&MS)	Jt. D.F.(ME&MS)	Addl. Director of Fisheries(Tech.)	Director of Fisheries
3.	WBJFS Gr-I Officers posted other than in HQ or in the office of the Jt. D.F. (ME&MS)	Zonal DDF	Addl. Director of Fisheries(Tech.)	Director of Fisheries
4.	ADF(Posted other than in HQ) /CEO, FFDA	Zonal DDF	Director of Fisheries, W.B. through Addl. D.F.(Tech)	Secretary/ Pr. Secretary / Addl. Chief Secretary, Fisheries Deptt.
6.	ADF posted in HQ	Addl. Director of Fisheries(Tech.)	Director of Fisheries	Secretary Pr. Secretary / Addl. Chief Secretary, Fisheries Deptt.
7.	DDF	Addl. Director of Fisheries(Tech.)	Director of Fisheries	Secretary Pr. Secretary / Addl. Chief Secretary, Fisheries Deptt.
8.	JDF	Addl. Director of Fisheries(Tech.)	Director of Fisheries	Secretary Pr. Secretary / Addl. Chief Secretary, Fisheries Deptt.
9.	Additional Director of Fisheries (Tech.)	Director of Fisheries	Secretary Pr. Secretary / Addl. Chief Secretary, Fisheries Deptt.	M-I-C M.O.S., Deptt. of Fisheries

The Governor is also pleased to decide that performance reporting in respect of the officers belonging to the cadre of West Bengal Junior Fisheries Service Grade-II is to be guided by the system of ACRs in conformity with the recommendation depicted under the P&AR Deptt.'s Notification No. 154/SPAR/2012 dt.22.05.2012, empowering the authorities mentioned in the corresponding entries in columns 3, 4 & 5 of 'Schedule-II' appended hereunder as the "Reporting", "Countersigning" and "Accepting" Authorities respectively :

SCHEDULE-II

Sl. No.	Post	Reporting Authority	Countersigning Authority	Accepting Authority
1	2	3	4	5
1.	WBJFS Grade-II Officers posted in the Block Development Office.	Block Development Officer(BDO)	ADF	DDF
2.	WBJFS Grade-II Officers posted other than in the Block Development Office.	ADF	Dispensed with	DDF

The Governor is further pleased to decide that Performance Reporting in respect of the Fishery Field Assistants is to be guided by the system of Open Performance Report and empower the authorities mentioned in the corresponding entries in columns 3,4 & 5 of Schedule-III appended hereunder as the "Reporting", "Countersigning" and "Accepting" Authorities respectively :

SCHEDULE-III

Sl. No.	Post	Reporting Authority	Countersigning Authority	Accepting Authority
1	2	3	4	5
1.	Fishery Field Assistants posted in the Block Development Office.	Block Development Officer(BDO)	Dispensed with	ADF
2.	Fishery Field Assistants posted other than in the Block Development Office.	ADF	Dispensed with	DDF

Henceforth, Self Appraisal Report(SAR) or Annual Confidential Report or Open Performance Report, as the case may be, should be transmitted to the respective Reporting Authority in the month of April of every year for the previous financial year commencing from 1st April and ending on 31st March. Reporting Authority, after recording his comments thereon would submit the same to the Reviewing/countersigning authority latest by the 31st May in each year. Similarly, Reviewing / Countersigning Authority after recording his comments thereon would submit the same by the 15th of June of the year following that to which the performance report relates. Finally, Accepting Authority will accept the same by the 30th June of the year following that to which the performance report relates. In absence of initiation of SAR/ACR/OPR by a particular authority, the next higher authority has the power to initiate the same suo motu.

In the event of absence of Reporting / Reviewing or Countersigning / Accepting Authority owing to transfer / death / deputation / leave beyond 30 days and other exigency, current incumbent in a particular posts shall report / countersign or review / accept the SARs / ACRs / OPRs, on the basis of available records, which his / her predecessor(s) has / have not done and is not available at the present place for doing so.

The Governor is further pleased to say that in the event of non-drawal of performance report for the previous years, till date, in respect of the Fishery Field Assistants, the same would be drawn following this notification.

By order of the Governor
Sd/- Debabrata Chattaraj
Special Secretary to the Govt. of West Bengal.
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