

O / Cir. No. 63

JHARGRAM RAJ COLLEGE

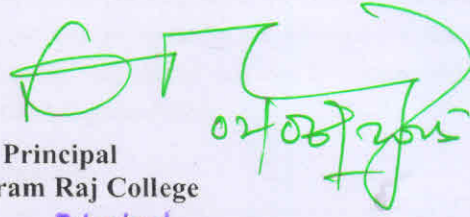
Date: 02.06.2025

All concerned members of the faculty of Jhargram Raj College are hereby informed that, as per the directive received from the Department of Higher Education, Education Directorate, Government of West Bengal, vide Memo No. **ED-151/2025** dated **28.05.2025**, the Annual Self-Appraisal Report (SAR) for the year 2024–2025 (April 2024 to March 2025) shall be prepared and submitted in accordance with the revised chain of hierarchy as specified in the above-mentioned order.

All faculty members are hereby requested to adhere strictly to the revised guidelines and ensure the timely preparation and submission of the SAR for the stated period.

For any further clarification or procedural assistance, the concerned individuals may contact the office of the undersigned during working hours.

**Enclosure:** Copy of Government Order (Memo No. ED-151/2025, dated 28.05.2025)



Principal  
Jhargram Raj College

Principal  
Jhargram Raj College

Education Directorate  
Department of Higher Education  
Bikash Bhavan, Kolkata 700091

From:  
DPI, WB  
Education Directorate  
Dept of Higher Education  
Bikash Bhavan, Kolkata 700091

Memo No ED-151/2025

Date 28.05.2025

**ORDER**

As directed by the Competent Authority the chain of Hierarchy in the online SAR in respect of Officers belonging to WB Education Service and WB Senior Education Service for the SAR year 2024-2025 (from April 2024 to March 2025) may be created as per Order no. 704-Edn(A), dated 06.05.2019 along with Order no. 1185-Edn(A), dated 30.11.2021 and may be modified as per SAR guideline order no. 2861-F(Y), dated 6<sup>th</sup> May, 2018 as given below:

**1. For Assistant Professor & Associate Professors:**

SAR may be splitted into two parts as per Accepting Officer in the post during the specified time period as given in the following table:

Time Period	Reporting Officer	Reviewing Officer	Accepting Officer
01.04.2024 to 31.07.2024	Principal/OIC of College	DPI,WB ( DR. Madhumita Manna)	Sr. Special Secretary ( Shri Siladitya Basuray)
01.08.2024 to 31.03.2025	Principal/OIC of College	DPI,WB ( DR. Madhumita Manna)	Principal Secretary ( Shri Binod Kumar)

**2. For OIC/Principal/Professors and for DDPI/JDPI/OSD of Edn. Dte**

SAR may be splitted into two parts as per Reviewing Officer in the post during the specified time period as given in the following table:

Time Period	Reporting Officer	Reviewing Officer	Accepting Officer
01.04.2024 to 31.07.2024	DPI,WB ( DR. Madhumita Manna)	Principal Secretary ( Shri Manish Jain)	Hon'ble MIC of the Deptt
01.08.2024 to 31.03.2025	DPI,WB ( DR. Madhumita Manna)	Principal Secretary ( Shri Binod Kumar)	Hon'ble MIC of the Deptt

3. For DPI, WB:

SAR may be splitted into two parts as per Reporting Officer in the post during the specified time period as given in the following table:

Time Period	Reporting Officer	Reviewing Officer	Accepting Officer
01.04.2024 to 31.07.2024	Principal Secretary ( Shri Manish Jain)	Dispensed with	Hon'ble MIC of the Deptt
01.08.2024 to 31.03.2025	Principal Secretary ( Shri Binod Kumar)	Dispensed with	Hon'ble MIC of the Deptt

M. Kanna  
DPI, WB 28/5/25  
Education Directorate