

d/c

GOVERNMENT OF WEST BENGAL  
LABOUR DEPARTMENT  
ESTABLISHMENT BRANCH

New Secretariat Buildings, 12<sup>th</sup> Floor  
1, No K.S. Roy Road, Kolkata-700001

No.Labr/813/ Estt

Dt. Kolkata, the 04th June, 2025

**Subject:** Schedule for the determination of the Reporting Officer, Reviewing Officer, and Accepting Authority in the Self-Appraisal Reports for Officers of the Directorates under the administrative control of the Labour Department.

MEMORANDUM

The undersigned is directed by order of the Governor to say that Governor has been pleased to accord approval to the structure for determining the Reporting Officer, Reviewing Officer and Accepting Authority in the preparation of Self Appraisal Report (SAR) in respect of the Officers of the Labour Commissionerate, Directorate of Employment, Directorate Factories, Directorate of Boilers and Directorate of ESI(MB) Scheme under the Administrative Control of the Labour Department, Government of West Bengal as per Schedule-A (enclosed herewith).

This issues in cancellation of this Department's earlier Order No. 1918-GE dated 20.07.2016.

WT  
04/06/25  
Joint Secretary to the  
Government of West Bengal

No.Labr/813(1/14)/ Estt

Dt. Kolkata, the 04th June, 2025

1. Sr.P.S to the Hon'ble MIC of this Department.
2. Sr.P.S to the Secretary, Labour Department.
3. P.A. to the Special Secretary / Additional Secretary (All), Labour Department.
4. P.A to Joint Secretary(All), Labour Department.
5. All Heads of Directorates, Labour Department.
6. Deputy Secretary & DDO, Labour Department.
7. Deputy Secretary(All), Labour Department.
8. IT Cell for uploading in website of Labour Department.
9. Guard File.
10. \_\_\_\_\_

Deputy  
Deputy Secretary to the  
Government of West Bengal



**SCHEDULE-A**

Enclosure of G.O No.

Date:

Structure for determining the Reporting Officer, Reviewing Officer and Accepting Authority in the preparation of Self Appraisal Report (SAR) in respect of Officers of the Labour Commissionerate, Dte.of Employment, Dte. of Factories, Dte. of Boilers and Dte. of ESI(MB) Scheme under LABOUR DEPARTMENT.

**Labour Commissionerate:**

Sl.No	Post	Reporting Officer	Reviewing Officer	Accepting Officer
1	ALC posted in RLOs under the DLC/ ALC posted in RLOs	Dy. Labour Commissioner	Labour Commissioner	ACS/Pr. Secy/Secy
	ALC posted in Headquarters	DLC in-charge as per works allocated by LC	Labour Commissioner	ACS/Pr. Secy/Secy
2	Dy Labour Commissioner (Posted in RLOs)	Addl.L.C/Jt. Labour Commissioner of respective zone	Labour Commissioner	ACS/Pr. Secy/Secy
	Dy Labour Commissioner (Posted in Hq)	Sr.Addl.L.C/ Addl. L.C of Superior Charge as per works allocated by LC	Labour Commissioner	ACS/Pr. Secy/Secy
3	Jt. Labour Commissioner posted in RLO	Spl.L.C/Sr.Addl.L.C/ Addl. L.C of Superior Charge as per works allocated by LC	Labour Commissioner	ACS/Pr. Secy/Secy
	Jt. Labour Commissioner posted in Hq	Sr.Addl.L.C/Spl.L.C (Superior Charge )	ACS/Pr. Secy/Secy	ACS/Pr. Secy/Secy
4	Additional Labour Commissioner	Labour Commissioner	ACS/Pr. Secy/Secy	HMIC
5	Senior Additional Labour Commissioner	Labour Commissioner	ACS/Pr. Secy/Secy	HMIC
6	Special Labour Commissioner	Labour Commissioner	ACS/Pr. Secy/Secy	HMIC

SCHEDULE-A

5/5/08



Enclosure of G.O No.

Dated

Structure for determining the Reporting Officer, Reviewing Officer and Accepting Authority in the preparation of Self Appraisal Report (SAR) in respect of Officers of the Labour Commissionerate, Dte. of Employment, Dte. of Factories, Dte. of Boilers and Dte. of ESI(MB) Scheme under LABOUR DEPARTMENT.

**Directorate of Employment:**

Sl.No	Post	Reporting Officer	Reviewing Officer	Accepting Officer
1	Employment Officer/Dy. Director/Jt. Director of Employment posted at the Employment Exchanges in the District	Jt. Director of Employment in-charge of the District	Director of Employment	ACS/Pr. Secy/Secy
	Employment Officer/Dy. Director/Jt. Director of Employment posted at the Directorate of headquarters	Addl. Director of Employment in-charge of the respective section of the Dte. HQs	Director of Employment	ACS/Pr. Secy/Secy
2	Jt. Director of Employment in-charge of the District	Addl. Director of Employment in-charge of the District	Director of Employment	ACS/Pr. Secy/Secy
3	Accounts Officers (WBA&AS)	Director of Employment	ACS/Pr. Secy/Secy	Respective Authority in the Finance Department
4	Addl. Director of Employment	Director of Employment	ACS/Pr. Secy/Secy	HMIC
5	Senior Additional Director of Employment	Director of Employment	ACS/Pr. Secy/Secy	HMIC
6	Special Director of Employment	Director of Employment	ACS/Pr. Secy/Secy	HMIC

5809



Enclosure of G.O No.

Dated

Structure for determining the Reporting Officer, Reviewing Officer and Accepting Authority in the preparation of Self Appraisal Report (SAR) in respect of Officers of the Labour Commissionerate, Dte.of Employment, Dte. of Factories, Dte. of Boilers and Dte. of ESI(MB) Scheme under LABOUR DEPARTMENT.

**Directorate of Factories:**

Sl.No	Post	Reporting Officer	Reviewing Officer	Accepting Officer
1	Inspector of Factories / Industrial Chemist	Dy. Chief Inspector of Factories (In-Charge)	Chief Inspector of Factories	ACS/Pr. Secy/Secy
2	Administrative Officer	Joint Chief Inspector of Factories	Chief Inspector of Factories	ACS/Pr. Secy/Secy
3	Deputy Chief Inspector of Factories	Joint Chief Inspector of Factories	Chief Inspector of Factories	ACS/Pr. Secy/Secy
4	Joint Chief Inspector of Factories	Chief Inspector of Factories	ACS/Pr. Secy/Secy	HMIC
5	Chief Inspector of Factories	Jt.Secy/ Addl.Secy/Spl.Secy	ACS/Pr. Secy/Secy	HMIC

5/4/02



Enclosure of G.O No.

Dated

Structure for determining the Reporting Officer, Reviewing Officer and Accepting Authority in the preparation of Self Appraisal Report (SAR) in respect of Officers of the Labour Commissionerate, Dte. of Employment, Dte. of Factories, Dte. of Boilers and Dte. of ESI(MB) Scheme under LABOUR DEPARTMENT.

**Directorate of Boilers:**

Sl.No	Post	Reporting Officer	Reviewing Officer	Accepting Officer
1	Administrative Officer	Joint Director of Boilers	Director of Boilers	ACS/Pr. Secy/Secy
2	Inspecting Officers (All)/ Welding Instructor/ Sr Scientific Assistant	Superintendent Testing Labortary	Director of Boilers	ACS/Pr. Secy/Secy
3	Assistant Director of Boilers (Field Duty)	Dy Director of Boilers-in-charge	Director of Boilers	ACS/Pr. Secy/Secy
4	Assistant Director of Boilers (HQ)	Joint Director of Boilers	Director of Boilers	ACS/Pr. Secy/Secy
5	Superintendent Testing Labortary/ Deputy Director of Boilers	Joint Director of Boilers	Director of Boilers	ACS/Pr. Secy/Secy
6.	Joint Director of Boilers	Director of Boilers	ACS/Pr. Secy/Secy	HMIC
7.	Director of Boilers	Jt.Secy/ Addl.Secy/Spl.Secy	ACS/Pr. Secy/Secy	HMIC



Enclosure of G.O No.

Dated

Channel of submission of SELF APPRAISAL REPORT(SAR) belonging to the Officers of the Labour Commissionerate/Dte.of Employment/Dte.Factories/Dte.of Boilers and Dte.of ESI(MB) Scheme under LABOUR DEPARTMENT.

**Directorate of ESI(MB)Scheme:**

Sl.No	Post	Reporting Officer	Reviewing Officer	Accepting Officer
1	Dy Director/ AMO /MOSD	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy	MIC
2	Addl AMO / Medical Inspector	AMO, ESI (MB) Scheme	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
3	Superintendent, Hospital / Principal, Nurshing Trg School/ Centre	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy	MIC
4	GDMO	Superintendent, Hospital	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
5	MO (Spl)	Superintendent, Hospital	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
6	Grade I (II) Nurse	Superintendent, Hospital	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
7	Tutor of Nursing Trg Institute for GNM Course	Principal , NTC/NTS/College of Nursing	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
8	Administrative Officer	Additional Director ESI(MB) Scheme,W.B	Director, ESI(MB) Scheme,W.B	ACS/Pr. Secy/Secy
9	Deputy Assistant Director	Additional Director ESI(MB) Scheme,W.B	Director, ESI(MB) Scheme,W.B	ACS/Pr. Secy/Secy



9.	Deputy Assistant Director	Additional Director ESI(MB) Scheme,W.B	Director, ESI(MB) Scheme,W.B	ACS/Pr. Secy/Secy
10	Principal,NTC/NTS/ College of Nursing	Superintendent, ESI Hospital	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
11	Professor Cum Vice Principal College of Nursing	Principal , College of Nursing	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
12	Tutor,NTC/NTS/ College of Nursing	Principal , NTC/NTS/College of Nursing	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
13	Matron,ESI,Hospital	Superintendent, ESI Hospital	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
14	Associate Professor, College of Nursing	Principal , College of Nursing	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
15	Assistant Professor College of Nursing	Principal , College of Nursing	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
16	Clinical Instructor, NTC/NTS/ College of Nursing	Principal , College of Nursing	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy
17	Assistant Superintendent (Non- Medical),ESI Hospital	Superintendent, ESI Hospital	Director, ESI (MB) Scheme	ACS/Pr. Secy/Secy

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