

**Government of West Bengal**  
**Department of Disaster Management & Civil Defence (DM Wing )**  
**Nabanna (2<sup>nd</sup> Floor ) , Mandirtala ,**  
**325 , Sarat Chatterjee Road ,**  
**Shibpur , Howrah - 711 102**

**No. 271 -DMCD-11015(17)/5/2022**

**Date : 31 .01.2024**

**ORDER**

**Sub. : Hierarchy for ACR / SAR in respect of various officers of this Department -reg.**

In supersession of this Department Memo. No.766-RL/7E-17/05 dt. 08.05.2014 and all other relevant Orders/Notifications in this regard, the hierarchy of ACR / SAR in respect of the following Officers under Department of Disaster Management & Civil Defence (DM Wing) shall be followed as depicted herein under:-

Sl. No.	Name of the post	Reporting Authority	Reviewing Authority	Accepting Authority	Nodal Officer of ACR / SAR	Custodian of ACR / SAR
1.	Block Disaster Management Officer	Block Development Officer	Sub-Divisional Officer	Additional District Magistrate	Director of Disaster Management	Director of Disaster Management
2.	Disaster Management Officer, posted at Kolkata	Assistant Director / Deputy Director /Deputy Secretary	Deputy Director/ Chief Accounts Officer/ Joint Director / Joint Secretary	Director of Disaster Management	Director of Disaster Management	Director of Disaster Management
3.	Sub-Divisional Disaster Management Officer	Sub-Divisional Officer	Additional District Magistrate	District Magistrate	Director of Disaster Management	Director of Disaster Management
4.	Senior Disaster Management Officer, posted at Kolkata	Assistant Director / Deputy Director /Deputy Secretary	Deputy Director/ Chief Accounts Officer/ Joint Director / Joint Secretary	Director of Disaster Management	Director of Disaster Management	Director of Disaster Management
5.	District Disaster Management Officer	Additional District Magistrate	District Magistrate	Joint Secretary / Additional Secretary / Special Secretary/ Special Commissioner	Joint Secretary /Additional Secretary	Director of Disaster Management
6.	Assistant Director of Disaster Management [other than WBCS (Exe. )]	Deputy Director / Chief Accounts Officer/ Joint Director	Director of Disaster Management	Joint Secretary / Additional Secretary / Special Secretary/ Special Commissioner	Joint Secretary /Additional Secretary	Director of Disaster Management

Procedure and other relevant matters for submission of ACR / SAR by the officers reported upon and the procedure to be followed by the Reporting Authority, Reviewing Authority and Accepting Authority will be guided as per provisions of Finance Department memo. no. 2861-F(Y) dt. 06.05.2018 and other relevant Orders of Finance Department *mutatis mutandis*.

All concerned are being intimated accordingly.

  
**Joint Secretary**

Contd.

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**Date : 31.01.2024**

Copy forwarded for information and taking necessary action :-

- 1) Finance (Group – P2) Department , Govt. of West Bengal
- 2) The Secretary , Public Service Commission , West Bengal , 161A, S.P. Mukherjee Road , Kolkata – 700 026
- 3) The Director of Disaster Management , West Bengal , ‘ Tran Bhavan’ , 87A , S.N. Banerjee Road , Kolkata – 700 014 – He is requested to arrange for circulation of the Order to all the officers concerned under his administrative control.
- 4) The District Magistrate,  
.....( All) - He is requested to arrange for circulation of the Order to all the officers concerned under his district administrative control.
- 5) The Additional Secretary of this Department
- 6) The Joint Secretary of this Department
- 7) The Deputy Secretary of this Department
- 8) P.S. to Hon’ble MIC of this Department
- 9) Sr. P.S. to the Principal Secretary of this Department
- 10) P.A. to the Senior Special Secretary of this Department
- 11) P.A. to the Special Secretary of this Department
- ✓ 12) Copy to IT Cell of this Department for uploading of the Order in Departmental Website.
- 13) Office copy

*Abale*  
*11/12/24*  
**Deputy Secretary**