

**GOVERNMENT OF ASSAM
PERSONNEL (A) DEPARTMENT
DISPUR : GUWAHATI-6**

No AAP.22/2007/9

Dated Dispur the 17th March, 2007

OFFICE MEMORANDUM

Sub : Filling up of self assessment report of ACR and Recording, Reviewing and Accepting thereof.

1. The Assam Services (Confidential Rolls) Rules 1990 came into force from 10th April, 1990 i.e. from the date of its publication in the Assam Gazette. The said rules apply to the writing and maintenance of the confidential reports of the employees of the Government of Assam except to those borne on the All India services.
2. The Rule 9 of the said rules stipulates that the reporting/reviewing and accepting of the annual confidential reports should be completed ordinarily within three months of the close of the Financial year and the same be forwarded for safe custody to the respective controlling officer/head of offices.
3. Of late, it is observed that the procedures as laid down in the aforesaid rules are not being followed scrupulously by all concerned which has led to a huge accumulation of arrears of incomplete ACRs resulting inordinate delay in filling up of vacant posts by promotion and granting of other service benefits viz. confirmation, crossing of efficiency bar including deputation etc. to the employees of the Government of Assam.
4. It is also observed that non-submission of Self Assessment part of the ACR on time by the Assam Civil Service officers causes deprivation of such officers to service benefits to which they are otherwise entitled. Furthermore, non-submission of self assessment of ACRs has also resulted in delaying the process of promotion to IAS of a large number of ACS officers.
5. It is, therefore, impressed upon all concerned that if ACR of an officer remains incomplete due to non-submission of Self Assessment part thereof to the Reporting Authority as per time schedule prescribed below, reason for deprivation of such officers will lie personally with him/her.

6. Time Schedule for writing Part I, Part II and Part III of ACR (ACS only) :

Category of cases	When CR is to be given to the officer reported upon Part-I	Time Schedule for Officer reported upon for completing Part -II	Time schedule of Reporting Officer to Complete ACR Part-III
1	2	3	4
(a) Report at the end of Reporting Year	Last week of March	30 th April	31 st May
(b) Report in the event of Relinquishment of Charge by officer Reported upon	Along with the Communication Regarding Relinquishment Of post	Within 15 days of Receipt of ACR Format	Within 15 days of Receipt of self-assessment
(c) Report in the event Relinquishment of Charge by reporting Officer	Along with the Communication Regarding Relinquishment Of post	Within 15 days of receipt of ACR Format	Within 15 days of receipt of Self-assessment but not Later than 1 month after relinquishment
(d) Report in the event Of retirement of Officer reported Upon	The month preceding the month in which the Officer reported Upon is due to retire	Within 15 days of receipt of ACR Format	Before the retirement of The officer reported upon
(e) Report in the event of retirement of Reporting Officer	The month preceding the month in which the Officer is due to retire	15 days before the retirement of Reporting Officer	Within one month of retirement of Reporting Officer

7 If the Officer reported upon does not submit the ACR after completing Part II (Self Assessment) within the schedule prescribed in column 3 above, the Reporting Authority shall write the report without the self assessment and submit it to the Reviewing authority.

8 It is expected that the concerned Reporting Authority/Reviewing authority/accepting Authority will do his part of the job on time so that no officer is deprived of his/her legitimate service benefits due to non-availability recorded ACR.

9 This supercedes all instruction (s) issued earlier in the matter.

Sd/- P.C. Sarma
Chief Secretary to the Govt. of Assam

Memo No.AAP. 22/2007/9-A

Dated Dispur, the 17th March, 2007

Copy to:

1. The Additional Chief Secretary to the Govt. of Assam, Dispur, Guwahati-6.
2. All Principal Secretaries/Commissioner & Secretaries/Secretaries to the Govt. of Assam.
3. P.S. to Hon'ble Chief Ministers, Assam.
4. P.S. to all Ministers/ Ministers of State/Parliamentary Secretaries.
5. All Heads of the Department.
6. All Commissioners of Division.
7. All Deputy Commissioners /Sub-Divisional Officers.
8. All Departments of the Secretariat.
9. The Chairman, ASEB/AAT/Assam Board of Revenue.

By order etc.

(J. Barua)
Commissioner & Secretary to the Govt. of Assam
Personnel (A) Department,
Dispur, Guwahati-6