



GOVERNMENT OF ASSAM  
SECRETARIAT ADMINISTRATION DEPARTMENT  
DISPUR :: GUWAHATI – 6

Block – A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No. S(E) 106/2019/109

Dated :Dispur the 21<sup>st</sup> June, 2021

From : Md. M. Hussain,IAS  
Secretary to the Govt. of Assam,  
Secretariat Administration Department

To : 1. P.P.S to Hon'ble Chief Minister, Assam, Dispur, Guwahati-6  
2. S.O. to Chief Secretary, Assam, Dispur, Guwahati-6  
3. The P.S.to All Additional Chief Secretary/Principal Secretary/Commissioner and Secretary/ Secretary to the Govt. of Assam, Dispur, Guwahat-6  
4. All Departments of Assam Secretariat, Dispur, Guwahati-6

Sub: Information regarding Reporting, Reviewing and Accepting Officers for generation of online ACR.

Ref: letter No. S(E) 65/2017/73 Dated the 19<sup>th</sup> April, 2020

Sir / Madam,

With reference to subject cited above, I am directed to inform you that in order to generate the online ACR in respect of **Junior Administrative Assistant, Senior Grade Computer Operator and Computer Operator** for the FY 2020-21, you are requested to provide the details of the Employees as enclosed at **Annexure- 1** latest **within 15 days** for necessary action from this end.

Encl: as stated above

Yours faithfully

Sd/-

Secretary to the Govt. of Assam,  
Secretariat Administration Department

Memo No No. S(E) 106/2019/109-A

Dated :Dispur the 21<sup>st</sup> June, 2021

Copy forwarded for information and necessary action to:

1. PS to the Commissioner & Secretary, Secretariat Administration Department for kind information of Commissioner & Secretary.
2. P.A. to the Secretary, Secretariat Administration Department for kind information of Secretary.
3. Office Notice Board, Janata Bhawan.
4. Content Manager, SAD, Janata Bhawan
5. Office Copy

By order etc.

Joint Secretary to the Govt. of Assam  
Secretariat Administration (Estt) Department