



**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)135/2014/59

Dated Dispur the 8th January, 2020

OFFICE MEMORANDUM

Sub: Filling up of self-assessment report of ACR and Recording, Reviewing and Accepting thereof in view of implementation of Online ACR Management System for employees of Assam Secretariat.

It has been decided to introduce online Submission, Reporting, Reviewing and Acceptance of Annual Confidential Report (ACR) of Computer Operators, Sr. Gr. Computer Operators and Jr. Administrative Assistants of Secretariat Service w.e.f. 01st April, 2020. Therefore, the following instructions are issued defining the process-

1. Online submission of ACR of employees (Computer Operators, Sr. Gr. Computer Operators and Jr. Administrative Assistants) shall be compulsory from 2019-2020 assessment year. Manual ACR submission will not be accepted after 31st March, 2019.
2. All Computer Operators, Sr. Gr. Computer Operators and Jr. Administrative Assistants of Secretariat Service shall submit Self Appraisal Part of ACR online within 15th June of every year.
3. The Officers reported upon should submit the ACR online after completion of Self-Assessment within the prescribed time schedule as mentioned above and submit it to the Reporting Authority.
4. Finally, the Accepting Authority will accept the ACR.
5. **Time schedule for writing Part -I, Part - II, Part - III and Part -IV of the ACR of the Secretariat Service Employees (Computer Operators, Sr. Gr. Computer Operators and Jr. Administrative Assistants) is highlighted below :**

Sl. No.	Process	Timeline
1	Generation of ACR	1 st April to 15 th May.
2	Submission of Self Assessment Part	16 th May to 15 th June (30 days)
3	Reporting/Recording	16 th June to 31 st July (45 days)
4	Reviewing	1 st August to 31 st August (31 days)
5	Acceptance	1 st September to 30 th September(30 days)

Sd/-

(Dr. M. Angamuthu, IAS)
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department

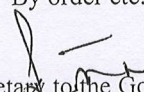
Memo No. S(E)135/2014/59 -A

Dated Dispur the 8th January, 2020

Copy forwarded for information and necessary action to:

1. S.O. to the Chief Secretary to the Govt. of Assam, Dispur, Ghy-06 for kind appraisal of Chief Secretary.
2. P.S to the Commissioner & Secretary, Secretariat Administration Department for kind information of Commissioner & Secretary.
3. All Departments of Assam Secretariat.
- ✓ 4. sad.assam.gov.in
5. Office Notice Board, Janata Bhawan.

By order etc.


Deputy Secretary to the Govt. of Assam
Secretariat Admin.(Esstt) Department