



**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) 03/2020/20

Dated Dispur the 17<sup>th</sup> June, 2020

**OFFICE MEMORANDUM**

In partial modification of this Department's OM No. S(E) 135/2014/59 dated 8<sup>th</sup> January, 2020 the timeline for online submission of ACR for the assessment year 2019-2020 of employees (Jr. Administrative Assistants, Sr. Gr. Computer Operators & Computer Operators) of Assam Secretariat has been rescheduled as follows :

Sl. No.	Process	Timeline
1	Generation of ACR	12 <sup>th</sup> June to 30 <sup>th</sup> June, 2020
2	Submission of Self Assessment Part	1 <sup>st</sup> July to 31 <sup>st</sup> July, 2020
3	Reporting/Recording	1 <sup>st</sup> August to 31 <sup>st</sup> August, 2020
4	Reviewing	1 <sup>st</sup> September to 30 <sup>th</sup> September, 2020
5	Acceptance	1 <sup>st</sup> October to 31 <sup>st</sup> October, 2020

*sd/-*

(Md. M. Hussain, IAS)  
Secretary to the Govt. of Assam  
Secretariat Administration Department

Memo No. S(E) 03/2020/20-A

Dated Dispur the 17<sup>th</sup> June, 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 to the Govt. of Assam, Secretariat Administration Department for kind information of Commissioner & Secretary.
3. All Departments and Establishment of Assam Secretariat.
4. Smti Bhaswati Duara, Senior Technical Director, NIC.
- ✓ 5. sad.assam.gov.in
6. Office Notice Board, Janata Bhawan.

By order etc.

*[Signature]*

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