

**GOVERNMENT OF ASSAM**  
**SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT**  
**DISPUR ::: GUWAHATI-6**  
**Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in**

File No. S(E) 106/2019/111

Dated Dispur, the 26-07-2021

From : Shri P. Baruah  
Joint Secretary to the Govt. of Assam,  
Secretariat Administration Department.

To : 1. The Superintendents of all Departments  
Assam Secretariat, Dispur, Guwahati-06.  
2. The P.S. of all Establishment.  
Assam Secretariat, Dispur, Guwahati-06.

Sub : Submission of online pending ACR for the FY 2019-2020 etc.

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to inform you that online ACR of some Jr.A.A/Sr.Gr.CO/CO of Assam Secretariat for the FY 2019-20 has been pending at various stages. You are therefore requested to direct those officials who have not submitted the online ACR to expedite the process of self appraisal, reporting, reviewing and accepting part of the online ACR, if any.

Further, all the Departments of Assam Secretariat has been requested to nominate one Officer to monitor and one Assistant to deal with various matters relating to eHRMS/Manav Sampada of their respective Department. The names of nominated officials may please be sent to the undersigned at an early date.

Further, you are also requested to direct all the employees of your Department / Establishment to create Govt. e-mail id who has not yet created and use Govt. e-mail id for future correspondence in eOffice/eHRMS/Manav Sampada portal.

Yours faithfully

*Sd/-*

Joint Secretary to the Govt. of Assam  
Secretariat Administration Department

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Copy to:

- 1) P.S. to Commissioner & Secretary to the Govt. of Assam, SAD for kind appraisal of Commissioner & Secretary.
- 2) P.S. to Secretary to the Govt. of Assam, SAD for kind appraisal of Secretary.
- 3) Content Manager, SAD.
- 4) Office Copy.

By Order etc.

*[Signature]*  
Joint Secretary to the Govt. of Assam,  
Secretariat Administration Department