



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)135/2014/62

Dated :Dispur the 3<sup>rd</sup> March, 2020

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

To : 1. All Additional Chief Secretary/Principal Secretary/Commissioner and Secretary/  
Secretary to the Govt. of Assam,

.....Department, Dispur, Guwahat-6

✓ 2. All Departments of Janata Bhawan, Dispur, Guwahati-6

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

Ref: Our earlier letter No. S(E)135/2014/60 Dated the 14<sup>th</sup> February, 2020

Sir / Madam,

With reference to subject cited above, I am directed to inform you that SAD intends to implement online ACR for the positions of **Junior Administrative Assistant, Senior Grade Computer Operator and Computer Operator** from FY 2019-20. In order to generate the online ACR for the above-mentioned categories, you are requested to provide the details of the Employees as enclosed at **Annexure- 1 latest by 10<sup>th</sup> March 2020** for necessary action from this end.

Encl: as stated above

Yours faithfully

Secretary to the Govt. of Assam,  
Secretariat Administration Department  
Dated : Dispur the 3<sup>rd</sup> March, 2020

Memo No. S(E)135/2014/60-A

Copy forwarded for information and necessary action to:

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

By order etc.

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

**Annexure 1**

Sl no	Name of Employee	Designation	Joining Date in the Department	HR MS user ID	Mobile no and e-mail id	Reporting Officer(Name and Designation)  (email-id and Mobile No)	Reviewing Officer(Name and Designation)  (email-id and Mobile No)	Accepting Officer(Name and Designation)  (email-id and Mobile No)

**Note: email-id and Mobile No are mandatory for generation of OTP**