No. S(E)135/2014/60   Dated :Dispur the 14th February, 2020

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

To   :   Principal Secretary/Commissioner and Secretary/ Secretary

....

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

Sir / Madam,

        With reference to subject cited above, I am directed to inform the following:

1) Secretariat Administration Department, Government of Assam is implementing the "**Manav Sampada**" (**e-HRMS**) for e-Service Book, Online Leave, Online ACR and Online APR of the Secretariat Service Employees in the various Departments of Assam Secretariat.

2) SAD intends to implement online ACR for the positions of Junior Administrative Assistant, Senior Grade Computer Operator and Computer Operator from FY 2019-20. The relevant **Notification no S(E) 135/2014/59 dated 8th January 2020** has been shared with all Departments.

3) 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 29th February 2020** for necessary action from this end.

Enclo: as stated above

                                                Yours faithfully

                                                $Sd/-$

                                                Secretary to the Govt. of Assam,
                                                Secretariat Administration Department
Memo No. S(E)135/2014/60-A   Dated : Dispur the 14th February, 2020

Copy forwarded for information and necessary action to:
    1. OSD to the Chief Secretary for kind information.
    2. PS 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 Administration (Estt) Department

Annexure 1

Sl no	Name of Employee	Design ation	Joining Date in the Departm ent	HR MS user ID	Mobi le no and e-mail id	Reporting Officer(Na me and Designatio n) (email-id and Mobile No)	Reviewing Officer(Na me and Designatio n) (email-id and Mobile No)	Accepting Officer(Na me and Designatio n) (email-id and Mobile No)

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