NO.AAP.120/2016/Pt.1/2
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI – 781006

Dated Dispur, the 3rd July, 2017

All Deputy Commissioners.

Sub : Online ACR Management System for ACS Officers and Training thereof.

Sir/Madam,

With reference to the above, I am directed to inform you that a training programme will be held on 13th and 14th of July,2017 to train/ sensitize the ACS Officers for the implementation of Online ACR Management System. Therefore, you are are requested to kindly depute the ADC, i/c Personnel Branch and the DIO, NIC to attend the said training. This has the approval of the Chief Secretary, Assam. The detail training schedule is given below:

Date, Time & Venue	Participants	No. of Participants
13th July, 2017 from 10:30 AM to 12:30 PM **(first session)** at the AASC, Khanapara.	All the District ADC's in charge of Personnel Branch and the respective DIO's of NIC.	66 Officers
13th July, 2017 from 02:00 PM to 04 00 PM **(second session)** at the AASC, Khanapara	Officers posted in Commissionerates, Directorates etc. **(outside Sectt and DC office)**	76 Officers
14th July, 2017 from 10:30 AM to 12:30 PM **(first session)** at the Conference Hall of the CM at Assam Secretariat.	Officers posted in Assam Secretariat.	100 Officers
14th July, 2017 from 02.00 PM to 04:00 PM **(second session)** at the Conference Hall of the CM at Assam Secretariat.	Officers posted in Assam Secretariat.	100 Officers

Yours faithfully,

Deputy Secretary to the Govt. of Assam
Personnel (A) Department.

Memo No.AAP.120/2016/Pt 1/2-A Dated Dispur, the 3rd July, 2017
Copy to :-

Contd./-

1. The Smti. Rachna Srivastava, Senior Technical Director & HOD, e-office and SPARROW Division, New Delhi. She is requested to kindly depute the Resource person/ Trainers for the said training.
2. The Director, AASC,Khanapara, Ghy. He is requested to kindly make necessary arrangements for holding the training alongwith a light refreshment.
3. The Joint Secretary, CM Sectt., he is requested to kindly make necessary arrangements for holding the training at the Hon'ble CM Conference Hall on 13th and 14th of July, 2017.
4. The SIO, NIC, Ghy for kind information & necessary action.
5. Smti. Hiranmaye Goswami, NIC, Ghy for kind information & necessary action.
6. The Nazir, Assam Secretariat, he is requested to kindly make arrangements for tea & snacks on the training day scheduled at the Hon'ble CM Conference Hall.
7. P.S. to Chief Secretary to the Govt. of Assam, for kind information of the Chief Secretary, Assam.
8. P.S. to Commissioner & Secretary to the Govt. of Assam, Personnel & AR &T Department for favour of information.

By order etc.,

Deputy Secretary to the Govt. of Assam
Personnel (A) Department.