

NO.AAP.120/2016/53  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI - 781006

Dated Dispur, the 15<sup>th</sup> September, 2018

From : Shri. Tapan Chandra Sarma, IAS.  
Secretary to the Govt. of Assam.  
Personnel and AR & T Department.


To : All Head of Departments / Commissionerates / Directorates.  
All Principal Secretary, BTC, KAAC, NCHAC.  
All Deputy Commissioners.  
All SDO (C).

Sub : Matter relating to submission of Self Assessment (ACR) of ACS  
officers in SPARROW thereof.

Sir,

With reference to the above, I am directed to inform you that, in view of the successful implementation of Online ACR Management System (SPARROW) for ACS officers, the ACR of ACS officers has been generated and sent to them for filling up their Self Assessment and accordingly submit their ACR through e-sign or DSC dongle. It has been observed that some of the ACS officers have not yet filled up their Self Assessment. Therefore, you are kindly requested to instruct ACS officers under your control to complete the aforementioned task within **30-09-18**. The ACS officers can access the ACR's by using URL-[www.acr.assam.gov.in](http://www.acr.assam.gov.in) and logging in through their SPARROW mail id and password. If the officer fails to submit the Self Assessment within the aforementioned time, the ACR will be force-forwarded to the reporting authority who will further sent the ACR with the comments to higher authority within **30-10-18**.

Yours faithfully,


  
Secretary to the Govt. of Assam  
Personnel Department.

Memo No.AAP.120/2016/53A  
Copy to :-

Dated Dispur, the 15<sup>th</sup> September, 2018

1. PS to Chief Secretary, Assam for kind info.
2. PS to Commissioner & Secretary, Personnel and AR & T Deptt for kind info.

By order etc.,

  
Secretary to the Govt. of Assam  
Personnel Department.