

NO.AAP.120/2016/41
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL :: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI - 781006

Dated Dispur, the 31st of March, 2018

OFFICE MEMORANDUM

Sub: Filling up of self assessment report of ACR and Recording, Reviewing and Accepting thereof in view of implementation of Online ACR Management System for ACS Officers.

It has been decided to introduce the Online submission, recording, reviewing and acceptance of ACR of ACS officers from 1st of April, 2018. Therefore, the following instructions are issued defining the process in detail:

1. Online submission of ACR shall be compulsory for 2017-2018 assessment year. Manual submission of the ACR will not be accepted after 31st March, 2018.
2. All ACS officers shall submit Self Appraisal part of ACR online within 15th June of every year. If the Officer reported upon does not submit the ACR after completing Part II (Self Assessment) within the prescribed time schedule mentioned in column 5 below, the Reporting Authority shall write the report without the self assessment and submit it to the Reviewing Authority.
3. The ACR of Secretary (ACS Cadre) will be recorded by the senior most Secretary of the Department concerned.
4. Wherever Hon'ble CM, Ministers, CEM's of Autonomous Council, Chairperson of Autonomous Bodies etc are the recording, reviewing or accepting authority, and it is inconvenient to get their comments recorded online, hard copy of the ACR may be placed for the purpose. However, hard copy of duly recorded ACR must be uploaded appropriately in the ACR Management Application.
5. Time Schedule for writing Part I, Part II and Part III of ACS will be as follows :

Sl. No	PROCESS	TIMELINE
1.	Generation of ACR	1 st April to 15 th May
2.	Submission of Self Assessment Part II	16 th May to 15 th June. (30 days)
3.	Reporting / Recording	16 th June to 31 st July. (45 days)
4.	Reviewing	1 st August to 15 th September. (45 days)
5.	Acceptance	16 th September to 31 st October. (45 days)
6.	CR Section to Disclose	1 st - 30 th November.
7.	Officer Disclosure/Representation(if any)	1 st - 15 th December.
8.	Closure	28 th February.

6. As per provision under Rule 14 of the Assam Services (Confidential Rolls) Rules, 1990 a new point No. 7 has been inserted in the existing ACR form of ACS officers to declare the date of submission of Immovable Property Returns.

Sd/-
Secretary to the Govt. of Assam
Personnel (A) Department.

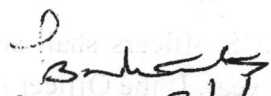
Memo No.AAP.120/2016/41-A

Dated Dispur, the 31st of March, 2018

Copy to:

1. All Departments of Assam Secretariat.
2. All Heads of Department.
3. The Chairman, AAT.
4. The Secretary to the Governor of Assam, Raj Bhawan, Ghy-01.
5. P.P.S to the Chief Minister, Assam.
6. PS to all the Ministers, Assam.
7. SO to the Chief Secretary, Assam.
8. The Secretary, APSC, Jawaharnagar, Khanapara, Ghy-22.
9. All the Principal Secretary of Autonomous Councils.
10. All the Deputy Commissioners.
11. All the Sub-Divisional Officers, (Civil).

By order etc..


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

PROCESS	
1. Preparation of ACR	10 th April
2. Submission of Self Assessment Part B	15 th April
3. Reporting / Recording	18 th April
4. Reviewing	20 th April
5. Acceptance	22 nd April
6. CT Section to District	24 th April
7. Office Disclosure Representation (ODR)	26 th April
8. Closure	28 th April