

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,
KAHILIPARA, GUWAHATI-19.**

No. DHE/CE/ACN/619/2023/73

Dated Kahilipara, the 14-06-2023

From:- Sri Dharma Kanta Mill, A.C.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

✓The Principal (all),
Provincialised/PDUAM/Govt. Model Colleges, Assam.


Sub: Regarding submission of ACR alongwith the proposal for promotion of
Non-Teaching staff.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith a specimen copy of Annual Confidential Report (ACR) and to request you to submit the Annual Confidential Report (ACR) alongwith the proposal for promotion in future.

This is for information and necessary action.

Yours faithfully


Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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SCHEDULE-II

ANNUAL CONFIDENTIAL REPORTS

(For ACS II and all other Technical/Non-Technical Class I to III officers of the State)

[See Rule 4 (2) of Assam services(Confidential Rules) Rules,1990]

Report for the year/period ending.....

Part-I: PERSONAL DATA

(To be filled up by the office)

1. Name of the officer/employee :
2. Name of the service to which belongs :
3. Date of Birth :
4. Present Designation :
5. Period of absence from duty on leave, training etc. during the period of report :
6. Description of work on which engaged during the period :
7. Any Special knowledge/experience/ training which facilitate to discharge the allotted work of the officer/employee :

Part-II: ASSESSMENT BY THE REPORTING AUTHORITY

1. Name(s) and Designation of the Reporting Authority :
2. Period of Service of the incumbent under the Reporting Authority :
(Separate forms to be used by different reporting authority)
3. State of health :
4. What is opinion about his/her
 - a. Aptitude, initiative, drive and efficiency for
 - I. Arrangement for work :
 - II. Execution of work :
 - b. Intelligence :
 - c. Attendance/conduct and amenability to Discipline :
 - d. Character with particular reference to reliability and integrity :

- e. Knowledge of law/ rules and relevant office procedure :
- f. Capacity of supervision, inspection and to create team spirit (where applicable) :
- g. Spirit of for and relationship with public / subordinate staff and superior officers :
- h. Physical stamina and aptitude for hard touring (where applicable) :
- i. General remarks, if any :
- j. What is your opinion about his /her fitness or otherwise for advancement for next higher rank :

(FOR TECHNICAL OFFICERS ONLY)

- k. Professional ability
- a. Promptness and correctness in
 - i. Preparation of estimates and projects :
 - ii. Designs :
 - iii. Accounts :
 - iv. Control of expenditure :

Date:

Recording Authority

Part- III : OPINION OF THE REVIEWING AUTHORITY

- 1. Name and designation of the reviewing authority :
- 2. Period of service of the incumbent under the Reviewing Authority :
- 3. General opinion of the reviewing authority :
- 4. Graded :

Date:

Reviewing Authority

Part-IV: REMARKS OF THE ACCEPTING AUTHORITY

Date:

Name and Designation of the Accepting Authority