

**Circular Memo No.**

**Rc/ENC/F3/15071025/2017**

**Dated: 15-04-2020**

**Sub:-** Annual Confidential Reports in respect of AE/AEE/DEE/EE and Superintending Engineers and their maintenance- Submission of ACRs for 2019-20 on online – instructions- issued – Reg

**Read:** 1. G.O.Ms. No. 87, GAD Services Deptt. Dt: 24-03-2003  
2. G.O.Ms. No. 588, GA (Ser.C) Deptt., Dt: 12-10-2013.  
3. T.O. Circular Memo No. Rc/ENC/F3/15071025/2017 dt: 04-04-2019

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It is informed that, detailed instructions were issued regarding the submission of Annual Confidential reports pertaining to A.E/A.E.E. to Superintending Engineer cadre on online through HRMS Website for the year 2018-19 vide this office circular memo 3<sup>rd</sup> cited.

Further, it is decided to adopt the same procedure for submission of Annual Confidential Reports on online through HRMS website in respect of Assistant Engineer/Assistant Executive Engineer to Superintending Engineer cadre for the year 2019-2020.


Therefore all the Unit officer/Circle Officers are informed that the Annual Confidential Reports for the year 2019-20 shall be submitted through online only as per following schedule.

Sl.No.	Activity	Last date
1	Completion of Self Assessment by the individual officers	27.05.2020
2	Submission of ACRS by the Reporting Officers to the Counter Signing Officers	12.06.2020
3	Submission of ACRS by the Counter Signing Officers to the SE/ CE/ENC as the case may be	19.06.2020
4	Final Submission to the ENC(AW)	30.06.2020

Therefore all the unit officers and Superintending Engineers are requested to download this circular from the department website and circulate among the concerned staff and complete the process of submission of ACRs through Online HRMS Website for the year 2019-20 as per the schedule given above.

Sd/-B.Nagendra Rao, 15/04/2020,  
Engineer-in-Chief (A.W.).

To  
All the Unit officers/ Superintending Engineers  
Copy to the Deputy Executive Engineer (Comp) and she is requested to place the circular in the website.

  
15.04.2020  
for Engineer-in-Chief (A.W.).  
15/04/2020