

Circular memo No.RC/ENC/F3/15071025/2017, Dated : 21.05. 2019

Sub : Estt.,--I&CAD Dept – Submission of Annual Confidential Reports in respect of all the SEs /EEs/DEEs/AEE/AEs for the year 2018-19 –Further instructions- Issued - Regarding.

Ref : This office Circular NO.RC/ENC/F3/15071025/2017
dt 04.04.2019

The attention of all unit officers/Circle officers are invited to the reference cited, where in they were directed to download the circular and circulate among the concerned staff and complete the process of submission of ACRs, on online as per the schedule given therein. But, it is observed from the HRMS data that some of the employees have not yet submitted their self appraised report in respect of ACRs till today.

Further, it is brought to the notice of the undersigned that some of the employees have expressed their difficulty in submission of ACRs due to heavy work load and also due to the frequent assignment of election duties. Hence they requested to extend the date for submission of their ACRs through online.

In view of the above, it is decided to extend the date for submission of their ACRs through online by 31.05.2019.

Therefore, the employees, who have not submitted their ACRs till now are hereby directed to submit their self appraisal reports to their next higher authority on or before 31.05.2019 without fail, otherwise they will be treated as defaulters and necessary disciplinary action will be initiated against them.

Further, all the unit/Circle officers are requested to bestow their personal attention in the matter and ensure that all the reporting/counter signed officers has to be complete their validation on or before 10.06.2019 without fail.

It is also informed that this may be treated as final reminder & no further extension of time is entertained in the matter under any circumstances.

This may be treated as most immediate and important.

B. Nagendra Rao,
Engineer-in-chief(AW)

TO
All Unit/Circle Officers.

Copy to the DEE(Comp), O/o the ENC(AW) with a request to place the above memo in Irrigation website for wide publicity.


for Engineer-in-chief(AW)
21/05/19