

Circular Memo. No. Rc /ENC/F4/15071025/2024 (ACRs)

Dated: 23.08.2024

Sub:- Estt-I&CAD Dept.,- TIES- Timely submission of Annual Confidential reports-Instructions- Issued- Reg.

Ref:- Arising

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It is a known practice that the Annual Confidential reports(ACR's) of Engineers are being submitted online through HRMS for past several years and it is observed that most of the Engineers are not submitting ACRs in time and the submitted ACRs are pending either with the Reporting Officer or the concerned Counter Signing Officers. These delays are putting enormous Technical support work when the reporting officers/Counter signing Officers gets transferred or retired. Further un-submitted or incomplete ACRs are causing administrative delays. Therefore, the following guidelines are issued to follow scrupulously.

- Every Engineer from AE to SE cadre has to submit ACR of previous FY in the month of April and to be submitted earlier, if he/she gets transferred from the present station in the middle of FY.
- The reporting/Counter signing officer has to either approve or take suitable action on the ACRs instead kept pending with him/her for longer durations, without any reason.
- All the Engineers from AE to SE cadre has to submit pending ACR's till March 2024 and the concerned reporting/Counter Signing Officers has to either approve or take suitable action on the pending ACRs by **15.9.2024**.
- Concerned Reporting Officer shall insist the subordinate officers for timely submission of ACRs i.e by 15th April of every year without fail.

Sd/- G. Anil Kumar, Dt:23.08.2024
Engineer-in-Chief (Admn)

To
All Unit/Circle Officers.

Copy to Dy. Executive Engineer (Computers) O/o the Engineer-in-Chief (Admn) with a request to place the memo in irrigation web site for wide publicity.

Copy to fire.


for Engineer-in-Chief (Admn)


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