

Office of the Engineer-in-Chief (Admn Wing),
Irrigation & CAD Dept., Errum Manzil, Telangana, Hyderabad.

Circular Memo.No.Rc/ENC/F3/15071025/2017

Dt. 14 .02.2017.

SUB: Annual Confidential Reports in respect of AE/AEE/DEE and their maintenance and EEs/SEs - Instructions issued

REF: 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.Cir.memo No.Rc/ENC/L1/Annual/2941-1/13,Dt.06.02.2013.

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It is informed that instructions have been issued regarding ACRs and its maintenance vide T.O.Circular memo 3rd cited as follows,

- 1.The Annual Confidential Reports in respect of AE/AEEs should be first initiated at the Division level for field staff and Circle / Unit of the office staff, where the employee is working. The ACR formats duly filled in with the relevant data from the SB, in Part II of FORM-A, shall be communicated to the respective Deputy Executive Engineers by 5th April in duplicate.
2. The concerned AE/AEEs should fill up the Part – I of Form-A and handover the same to the Deputy Executive Engineers(DEE) on or before 10th of April, in turn the concerned DEE has to give an acknowledgment to the respective AEE/AE and he should write the Annual Confidential Reports in respect of the employee concerned and handover the same in a sealed cover to the Executive Engineer on or before 20th of April. Similar procedure shall be followed in case of employees working in offices.
3. The Executive Engineers in case of field staff and Dy.SES/ Dy.CEs in case of office staff shall counter sign the ACRs and submit to the Circle / Unit in all respects on or before 30th of April duly marking a copy of the letter to the respective AEE/AEs.
4. Upon receipt of the Annual Confidential Report concerned DCE/Dy.SE has to record the receipt of the CRs in the register and they should maintain the CRs along with the personal file of the respective AEE/AE which contains the Annual Property Returns(APR) of that AEE/AE. Further, DCE/DySE has to give an Acknowledgment to the respective AEE/AEs in token receipt of the ACRs. In case of any adverse remarks, the Superintending Engineer/Unit officers shall examine and call for reports from the reporting and counter signing officers and take necessary action.
5. In case of transfers, Annual Confidential Reports along with the APRs should be sent to the place where in the employee is transferred and it is to be maintained at the new Circle / Unit. The same shall be mentioned in the LPC and intimated to the employee.

