

GOVERNMENT OF MANIPUR
SECRETARIAT: CHIEF SECRETARY'S CONFIDENTIAL BRANCH

OFFICE MEMORANDUM

Imphal, the 19th March 2015

Subject: - Annual Confidential Report - Consolidated instructions thereof

No 2/1/86-ACR(Rules): In supersession of all previous orders/instructions regarding Annual Confidential Report (ACR), the Governor of Manipur is pleased to issue consolidated instructions regarding ACR as given below for strict compliance. They shall come into force with immediate effect.

2. Annual Confidential Report assessing the performance, character, conduct and qualities of all Officers/employees shall be written for each financial year in such form as may be specified by the State Government. While writing ACR the following time line shall be strictly followed by all concerned:-

Activity	Cut –off dates
Self Appraisal for current year	31 st May
Appraisal by reporting authority	31 st July
Appraisal by reviewing authority	30 th September
Appraisal by accepting authority	15 th December
Close / Completion	31 st December

3. If Annual confidential Report for a financial year is not closed / completed by 31st December of the year in which the financial year ended, no remarks shall be recorded thereafter and it shall be treated as **No Report**. In order to follow the cut-off dates strictly and to ascertain that delay (if any) is not caused by the Officer Reported Upon, the Officer Reported Upon shall endorse a copy of his/her self assessment to the ACR cell while submitting it to his/her Reporting Officer.

4. If the Officer Reported Upon does not submit the ACR after duly completing the "Self-Assessment" within the time schedule prescribed, the Reporting Officer shall write the Report without the "Self-Assessment" and submit to the Reviewing Officer as per the prescribed time schedule.

5. If delay is caused due to non-initiation/late initiation of ACR and if it is not completed within the time line specified above, then the ACR cell shall automatically issue "**No Report Certificate**" for such period. If any ACR is submitted after the cut-off dates, without satisfactory proof that delay was not caused by the Officer Reported Upon, then such ACR will not be counted/considered for any official purpose. For the purpose of DPC in such cases, the No Report Certificate shall be considered and the grading shall be as per the prescribed Special Assessment Report only, issued vide Office Memorandum No. 5/8/77(ACR)/DP dated 02-08-2012 (**Annexure-II**)

6. Provided that, Officers who have submitted their ACRs in time but delay has been caused at the level of Reporting/Reviewing/Accepting Authorities, "Demit Office" remarks shall be allowed, subject to satisfactory proof that the said ACR was submitted to the Reporting/Reviewing/Accepting Authority in time

7. Provided further that, only one report shall be written for a particular period during the course of the financial year and there shall be a single reporting, reviewing and accepting authority at each level of assessment as specified by the State Government (**Annexure-I**) and in no circumstances more than one person shall write the ACR at each level in the capacity of reporting, reviewing or accepting authority for a given period. Where more than one ACR is written during the course of a financial year each report shall clearly indicate the different periods to which they pertain.

8. Where Accepting Authority writes or reviews the ACR, it shall not be necessary to review or accept such report. However, appropriate entry to that effect shall be made. Similarly, if the reviewing authority writes the ACR, it shall not be necessary to review such report

9 Provided also that if more than one person of the same superior level supervises the performance of the Officer/employee, the Government shall identify the person to report or review well in advance of the relevant assessment year

10 It shall not be competent for the reporting, reviewing or the accepting authority, to report, review or accept any such ACR unless the concerned Officer/employee has worked under the Reporting/Reviewing/Accepting Authority for at least 3 (three) months during the period for which the report has been written, and in every such case an entry to that effect shall be made in the ACR. For period less than 3 (three) months, no ACR shall be recorded and "No Report Certificate" shall be issued for such period.

11. Notwithstanding anything it shall not be competent for the reporting, reviewing authority or accepting authority to assess any such ACR -

(a) Where the authority reporting, reviewing and accepting the ACR is a Government servant, after one month of his retirement from service, and

(b) In other cases, after one month of the date on which he/she demits office.

12. Any "adverse remarks" shall be communicated to the Officer concerned within 15 days from the date of completion of his ACR, provided that the ACR concerned is completed as per timeline mentioned in para-2.

13 Other than for details regarding Reporting/Reviewing/Accepting Authorities in Annexure-I, for All India Services Officers, the All India Services (Performance Appraisal Report) Rules, 2007 is applicable

By orders & in the name of the Governor,


(Laltanpuii Vanchhong)
Deputy Secretary (ACR)
Government of Manipur.

Copy to:-

1. The Secretary to the Governor, Manipur.
2. The Secretary to the Chief Minister, Govt. of Manipur.
3. Ps to Deputy Chief Minister (Home), Govt. of Manipur.
4. The Staff Officer to the Chief Secretary, Govt. of Manipur
5. The Staff Officer to the DGP, Govt. of Manipur.
6. All Principal Secretaries/ Commissioners/ Secretaries, Govt. of Manipur with a request to bring the OM to the notice of officers under their control.
7. All Heads of Departments, Manipur with a request to bring the OM to the notice of officers under their control
8. Martha Khuman Website Manager DIT, 4th Floor New Secretariat
9. Guard file

The Reporting/Reviewing/Accepting Authorities of Annual Confidential Reports (PAR for AIS) in respect of concerned Officers shall be as given below:-

Sl. No.	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	Chief Secretary	Chief Minister	Chief Minister	Chief Minister
2	Addl Chief Secretary/ Pr Secretary/Commissioner /Secretary	Chief Secretary	Minister Concerned	Chief Minister
3	Spl Secretary/Addl Secretary/Joint Secretary	Pr Secretary/ Commissioner/ Secretary concerned	Chief Secretary	Chief Secretary/ Minister concerned (in case officer submits file directly to Minister)
4	Deputy Secretary	Addl Secretary/ Spl Secretary / Pr Secretary/ Commissioner/ Secretary concerned	Pr Secretary/ Commissioner/ Secretary concerned	Chief Secretary
5	Under Secretary	Joint Secretary/ Addl Secretary/ Spl Secretary concerned	Pr Secretary / Commissioner/ Secretary concerned	Chief Secretary
6	Head of Department	Pr Secretary/ Commissioner/ Secretary/Ex-Officio Secretary	Chief Secretary	Minister concerned
7	Dy Commissioner of Valley Districts	Commissioner/ Secretary (Rev)	Chief Secretary	Chief Minister
8	Dy Commissioner of Hill Districts	Pr Secretary/ Commissioner/ Secretary (RD&PR)	Chief Secretary	Chief Minister
9	Addl Dy Commissioner	Dy Commissioner	Pr Secretary/ Commissioner (Rev) in case of Valley Districts and Pr Secy/ Comm (RD&PR) in case of Hill Districts	Chief Secretary
10	Joint Chief Electoral Officer	Chief Electoral Officer	Chief Election Commissioner of India	Chief Election Commissioner of India
11	Sub Divisional Officer/ SDM	Dy Commissioner	Pr Secretary/ Commissioner (Rev) in case of Valley Districts and Pr Secy/ Commr (RD&PR) in case of Hill Districts	Chief Secretary
12	Asst Commissioner	Dy Commissioner	Pr Secretary / Commissioner (revenue)	Chief Secretary
13	Section Officer (MSS)	Deputy Secretary/Under Secretary Concerned	Joint Secretary / Addl Secretary/ Spl Secretary concerned	Principal Secretary/Commission er/Secretary concerned

Police Officers

Sl. No.	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	DGP/Spl DGP	Chief Secretary	Home Minister	Chief Minister
2	ADGP	DGP(PAR to be countersigned by Administrative Secretary Home)	Chief Secretary	Home Minister
3	IGP	ADGP (PAR to be countersigned by DGP)	Administrative Secretary (Home) (PAR to be countersigned by Chief Secretary)	Home Minister
4	DIGP	IGP (PAR to be countersigned by ADGP)	DGP (PAR to be countersigned by Administrative Secretary (Home))	Chief Secretary
5	SP/CO/AIG	DIG (PAR to be countersigned by IGP)	ADGP (PAR to be countersigned by DGP)	Administrative Secretary (Home)
6	AC/DSP/ASP/DC	SP/CO concerned (PAR to be countersigned by DIGP)	IGP (PAR to be countersigned by ADGP)	DGP
7	MD/MPHC	Administrative Secretary (Home)	Chief Secretary	Home Minister
8	Director MPTS	ADGP (Countersigned by DGP)	Administrative Secretary (Home)	Chief Secretary
9	SP/Prisons	DIG/IG/ADGP (Prisons)	Administrative Secretary (Home)	Chief Secretary
10	IGP/ADGP (Prisons)	Administrative Secretary (Home)	Chief Secretary	Home Minister
11	Director (Fire Service)	Administrative Secretary (Home)	Chief Secretary	Home Minister

Forest Department:

Sl. No.	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	Pr Chief Conservative of Forest (PCCF)	Chief Secretary	Minister Concerned	Chief Minister
2	Addl Pr Chief Conservative of Forest (APCCF)	PCCF	Pr Secretary/ (Forest)	Chief Secretary
3	Chief Conservator of Forest (CCF)	PCCF	Pr Secretary/ Commissioner/ Secretary (Forest)	Chief Secretary
4	Conservator of Forest (CF)	CCF	PCCF	Chief Secretary
5	Dy CF/DFO	CF/ Immediate controlling Officer	PCCF	Chief Secretary
6	Asst Conservator of Forest/IFS Probationer	DFO or Immediate controlling Officer	CCF / PCCF	Commissioner/ Secretary (Forest)

All Class -I and Class-II Officer of the Govt. of Manipur deputed to all Govt. sponsored Corporations and Autonomous Bodies located in the whole territory of Manipur:

Sl. No.	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	Class-I Officer (Head Of Deptt / Managing Directors)	Secretaries	Chief Secretary	Minister concerned
2	Class-I Officer other than HOD	Immediate Superior Officer/ HOD	Secretary	Chief Secretary
3	Class-II Officer	Immediate Superior Officer	HOD	Secretary concerned

Manipur Finance Service (MFS)

Sl. No.	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	Director	Ex- Officio Secretary/ Secretary/ Commissioner concerned	Chief Secretary	Finance Minister
2	Addl. Secretary/ Joint Secretary/ Dy. Secretary (Finance)	Secretary/ Commissioner (Finance)	Chief Secretary	Chief Secretary
3	Deputy Secretary (PIC/FC)	Joint Secretary/ Addl. Secretary/ Spl. Secretary (Finance)	Secretary/ Commissioner (Finance)	Secretary/ Commissioner (Finance)
4	Chief Finance Officer/ Jt. Dir./ Finance Advisor/ Dy. Dir./ Sr. Finance Officer/ Dy. Financial Adviser/ Treasury Officer/ Asst. Comm. of Taxes	Director/ HOD Concerned	Secretary/ Commissioner (Finance)	Secretary/ Commissioner (Finance)
5	Finance Officer (other than those of district councils and in police Deptt.)/ Asst. Financial Adviser/ Asst. Director/ Internal Audit Officers/ Audit Officers/ Research Officer/ Spt. Of Taxes	Immediate Superior Officer/ Dy. Director/ Jt. Dir./ Addl. Dir./ Managing Director/ Director	Managing Director/ Director concerned	Secretary/ Commissioner concerned
6	Sub Treasury Officer/ Asst. Treasury Officer	Treasury Officer of Link Treasury/ Treasury Officer	Director (Treasury)	Secretary/ Commissioner (Finance)
7	Budget Analyst/ Asst. Research officer (Finance Deptt)	Under Secretary / Dy. Secretary / Jt. Secretary/ Addl. Secretary (Finance)	Addl. Secretary/ Spl. Secretary (Finance)	Secretary/ Commissioner (Finance)
8	Finance Officer (District Council)	CEO (concerned)	Secretary/ Commissioner (TA&Hills)	Chief Secretary
9	Finance Officer (Police Deptt/ MPHC)	Managing Director (MPHC)	Secretary/ Commissioner (Home)	Chief Secretary

MPSC

Sl. No.	Designation of Officer reported upon	Reporting Officer	Reviewing Officer	Accepting Officer
1	Secretary	Chairman	Chairman	Chairman
2	Dy. Secretary	Secretary	Chairman	Chairman
3	Under Secretary	Dy. Secretary	Secretary	Chairman
4	L.R. cum R.O.	Dy. Secretary	Secretary	Chairman
5	Registrar	Dy. Secretary	Secretary	Chairman
6	Exam Officer	Dy. Secretary	Secretary	Chairman
7	Section Officer	Immediate Superior Officer	Secretary/ Dy. Secretary	Secretary
8	P.S./A.P.S./Stenographers	Officer concerned	Concerned Officer/Member	H.O.D./ Concerned Superior Officer/Member
9	U.D.A./L.D.A./Librarian	Immediate Superior Officer/ S.O. Concerned	Next Superior Officer	Secretary
10	Driver	Immediate Superior Officer/ S.O. (Estt.)	Next Superior Officer/ US (Admn.)	Secretary
11	Grade-IV Employees	Immediate Superior Officer	Immediate Superior Officer	Secretary

SPECIAL ASSESSMENT REPORT

To be sent before DPC

Reference No

For the Year/Period.....

1 Name of Officer

(a) Date of Birth

(b) Date of regular
appointment in the grade

2 Educational Qualification

3 Technical Qualification

4 Service in the Department

AsTemporary/Permanant
Ad-hoc

5 Specify the work being done now

6 Any inquiry/Vigilance case pending

7 Any punishment given

8 Personal qualities

9 GRADING "Good" / "Average" / "Below Average"

(Please put a ring around the appropriate
grading and strike out other gradings)

10 Recommendation regarding promotion

Chief Secretary/Secretary/
Head of Department
Government of Manipur