

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
ANDHRA PRADESH :: MANGALAGIRI.

Rc.No.148/Estt./2022

Dated: 09.12.2022.

Sub:- ESTABLISHMENT - COLLEGIATE EDUCATION DEPARTMENT -
Maintenance of personal files - Annual Confidential Reports of
Gazetted & non-Gazetted Officers - Certain Instructions - Issued.

- Ref:- 1) G.O.Ms.No.1385, G.A. (Ser.C) Dept., dated 31.10.1961.
2) G.O.Ms.N.1269, G.A. (Ser.C) Dept., dated 27.12.1971.
3) G.O.Ms.No.144, G.A. (Ser.C) Dept., dated 25.04.1998.
4) G.O.Ms.No.145, G.A. (Ser.C) Dept., dated 25.04.1998.
5) G.O.Ms.No.87, G.A. (Ser.C) Dept., dated 24.03.2003.
6) Govt. Memo.No.428/Ser.C/A2/2011-2, G.A. (Ser.C) Dept., dated
12.10.2011.
7) G.O.Ms.No.580, G.A. (Ser.C) Dept., dated 12.10.2011.
8) Govt. Circular Memo.No.10789/Ser.C/A2/2012-1, G.A. (Ser.C)
Dept., dated 09.04.2012.
9) G.O.Ms.No.818, G.A. (Ser.C) Dept., dated 28.11.2013.

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The Regional Joint Directors of Collegiate Education and Principals of Government Degree Colleges in the State are informed that in the reference 1st read above, consolidated instructions were issued by the Government regarding maintenance and scrutiny of Annual Confidential Reports in respect of Gazetted and Non-Gazetted Officers. In the references 3rd and 4th read above, the Government have issued formats for preparation of Annual Confidential Reports. In the references 5th, 7th and 9th cited, certain additions were made to the ACR formats. In the Government Memo 6th read above, specific instructions were issued to maintain / write annual confidential reports in respect of both Gazetted and non-gazetted officers in the prescribed formats and to follow the Government instructions scrupulously.

In view of the above instructions of the Government, the Regional Joint Directors of Collegiate Education and Principals of Government Degree Colleges are informed that the Annual Confidential Reports should be maintained in respect of non-gazetted employees (above the cadre of Senior Assistant) for their initial gazetted promotion and in respect of Gazetted Officers for their further promotions.

The ACRs should be prepared and submitted for the period from 1st April of a year to 31st March of the succeeding year. The ACRS should be written in

duplicate by the immediate superior Gazetted Officer who is reporting officer to the employee. The ACRs should be forwarded to the Reviewing Officer by 15th April. The Reviewing Officer should submit the ACRs to the Head of the Department by 15th May.


Therefore, hereafter, Annual Confidential Reports are made compulsory for the employees for considering their claims for promotion to all Gazetted posts. Hence, they are hereby directed to prepare the Annual Confidential Reports in respect of all Gazetted and Non-Gazetted employees (above the cadre of Senior Assistant) working under their control in the prescribed formats without fail. Any deviation of the said instructions will be viewed seriously and the Regional Joint Director / Principal will be held responsible if they fail to write ACRs in respect of the staff working under their jurisdiction.

The receipt of these orders should be acknowledged.

Dr.Pola Bhaskar,
Commissioner of Collegiate Education

To
The Regional Joint Directors of Collegiate Education in the State.
The Principals of Government Degree Colleges in the State.
Copy to all Officers in this office.
Copy to OP-I, Ser.I-A, Ser.II-A, Ser.III,
SER (NTS-Zone-I), SER (NTS-Zone-II), SER (NTS-Zone-III) & SER (NTS-Zone-IV)
Sections in this office.
Spare-2.

//True copy attested//


Deputy Director of Collegiate Education
