



सत्यमेव जयते

PRESENTATION ON MAINTENANCE OF ANNUAL CONFIDENTIAL REPORT

WHAT IS AN ACR?

- The Annual Confidential Report (ACR) stands for an objective and impartial assessment of the character, conduct, capabilities and performance of an Official throughout the year
- A Confidential Report (CR) shall be written for every financial year
- A Confidential Report should give full particulars of the Official reported upon

WHAT IS AN ACR?

- The Annual Confidential Report (ACR) should be objective, frank and honest
- The ACRs in order to be useful must give a critical analysis of the qualities as well as the faults of the Government servants.

IMPORTANCE OF ACR

- Promotion
- Placement to higher grades
- Financial upgradation under Assured Career Progression Schemes
- Deputation
- Confirmation
- Review under FR 56(j) for premature retirement

OFFICIALS ASSESSED THROUGH ACR

- Group 'A' Officers belonging to Mizoram Engineering Service {*Other Group 'A' Officers governed by Performance Appraisal Report (PAR)*}
- Group 'B' and Group 'C' Officials
- Workcharged and Contract employees
- Honorary and Part Time employees exempted from writing ACRs
- Group 'D' and Muster Roll employees governed by Performance Report

AUTHORITIES FOR WRITING ACR

- **REPORTING AUTHORITY:** Authority supervising the performance of the Official reported upon during the period for which the ACR is written or such other authority as may be specifically empowered in this behalf
- **REVIEWING AUTHORITY:** Authority supervising the performance of the Reporting Authority during the period for which the ACR is written or such other authority as may be specifically empowered in this behalf
- **ACCEPTING AUTHORITY:** Authority supervising the performance of the Reviewing Authority during the period for which the ACR is written or such other authority as may be specifically empowered in this behalf

AUTHORITIES FOR WRITING ACR

- In case of certain posts (eg. Personal Assistant to Deputy Secretary, etc.) wherein there cannot be authorities higher than the Reporting Authority to review and accept the ACR, the Confidential Report need not be reviewed nor accepted.
- The Confidential Report with the assessment of the Reporting Authority shall be considered as a complete ACR

TIME LIMIT FOR ACR

- Distribution of ACR forms : 1st April
 - Self Appraisal : 30th April
 - Reporting : 31st May
 - Reviewing : 30th June
 - Accepting : 31st July
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- If the Official reported upon fails to submit his self appraisal within the time limit, the Reporting Authority shall initiate the ACR without waiting for the self appraisal from the Official concerned
 - The Accepting Authority should submit the duly accepted ACR to the Custodian by 31st July

ACR FORMAT

PERSONAL DATA

(To be filled in by the Official reported upon)

Annual Confidential Report from _____ to _____

- 1) Name of Official (in capital letters) : _____
- 2) Present post/grade/rank held : _____
- 3) Date of continuous appointment to the present post : _____
- 4) Date of birth : _____

5) Reporting, Reviewing and Accepting Authorities:

	Name & designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

6) Period of absence on leave, etc:

	Period	Type	Remarks
On leave (specify type)			
Others (specify)			

7) Training programmes attended:

Name of training programme(s)	Period of training	Name of Institute

ACR FORMAT

SECTION-II SELF APPRAISAL

(To be filled in by the Official reported upon)

1. Brief description of duties and responsibilities (about 100 words):

2. Please specify important targets/objectives/goals that were set for you or set by yourself in order of priority for the reporting period and your achievement against such targets/objectives/goals:

Sl. No.	Targets/Objectives/Goals	Achievements
1)		
2)		
3)		

ACR FORMAT

3. What are the factors that hindered your performance?

4. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (*about 100 words*)

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programme

Date : _____

Signature of the Official : _____

Name (in block letters) : _____

Designation : _____

REPORTING OF ACR

- The primary responsibility of initiating the Confidential Report assessing the performance, character, conduct and qualities of every Official rests with the Reporting Authority
- No Confidential Report shall be written on an Official unless the Reporting Authority has seen the performance of the Official at least 3 months during the period for which ACR is to be written
- Where the Reporting Authority has not seen and the Reviewing Authority has seen the performance of an Official for at least 3 months, the Confidential Report for any such period shall be written by the Reviewing Authority

REPORTING OF ACR

- Where both the Reporting Authority and the Reviewing Authority have not seen the performance of any such Official during any such period, the Confidential Report shall be written by the Accepting Authority
- Where the Reporting Authority, the Reviewing Authority and the Accepting Authority have not seen the performance of an Official for at least 3 month during the period for which the report is to be written, an entry to that effect shall be made in the ACR

REVIEWING OF ACR

- Reviewing Authority to review Confidential Report should have seen the performance of the Official for at least 3 months during the period for which the report is written
- Where the report is written by the Reviewing Authority, the ACR shall be reviewed by the Accepting Authority
- The Reporting Authority, by virtue of his ex-officio appointment, cannot function as Reviewing Authority in respect of the same official for a particular period. In such a case, the report shall be reviewed by the next higher authority

REVIEWING OF ACR

- The Reviewing Authority is required to give his comments not only in the assessment made by the Reporting Authority but also his own original comments on the Official reported upon covering points such as special characteristics of the Official, etc.
- He should exercise positive and independent check on the remarks of the Reporting Authority and express clearly his agreement and disagreement with these remarks

ACCEPTING OF ACR

- The Confidential Report, after review, shall be accepted, with such modifications, as may be considered necessary and countersigned, by the Accepting Authority
- Where the Accepting Authority has not seen the performance of an Official for at least 3 months during the period for which the Confidential Report is written, it will not be necessary for the Accepting Authority to accept any such report
- Where the Accepting Authority writes or reviews the Confidential Report of any official, it shall not be further necessary to review or accept any such report

GRADING IN ACR

- Grades that can be awarded to an Official:
- *Outstanding/Very Good/Good/Average/Below Average*
- Grading to be commensurate with the assessment of the performance of an Official
- A Government servant should not be graded “Outstanding” unless exceptional qualities and performance have been noticed. Grounds for awarding such a grading should also be clearly brought out

BENCHMARK FOR PROMOTION

- Benchmark for promotion:
- to all Group 'A' & 'B' Gazetted posts = **Very Good**
- to all Group 'B' & Group 'C' posts = **Good**

FREQUENCY OF WRITING ACR

- Normally there should be only one Annual Confidential Report covering one financial year
- One or more Confidential Reports can also be written for the same year by different Reporting Authorities due to transfer of Official reported upon or the Reporting Authority
- When more than one Confidential Report is written for the same year, each report should indicate precisely the period to which it relates

CUSTODY OF ACR

- A Confidential Report shall be maintained in respect of every official by the concerned Department which controls the service of the official
- ACR of all Gazetted Officers shall be in the custody of the Secretary of the Department concerned/Cadre Controlling Authority whereas the ACR of all non-Gazetted Officers shall be the Head of Department concerned
- Register of the Annual Confidential Reports shall be maintained by the Custodian year wise

MENTION OF WARNING, ETC IN ACR

- An entry relating to a penalty should be recorded in the Confidential Report
- If the Official reported upon has been issued “warning or displeasure or reprimand”, the Reporting Authority may make appropriate mention of such warning/d displeasure/reprimand
- The adverse remark should also be conveyed to the Official reported upon for making representation

REPRESENTATION AGAINST ADVERSE REMARKS

- A Government servant to be given an opportunity to represent against the adverse remarks within 30 days from the date of communication of such remarks
- The Accepting Authority may entertain a representation made beyond the time limit specified above if there is a satisfactory explanation for the delay

COMMUNICATION OF ADVERSE REMARKS

- All adverse entries in the Confidential Report of a Government servant with the substance of the Confidential Report should be communicated by the Accepting Authority
- Communication of adverse remarks within 15 days of completion of the Confidential Report or within 15th July of the year, whichever is earlier
- The question whether or not a particular remark recorded in the Confidential Report of a Government Servant is an adverse remark shall be decided by the Accepting Authority

CONSIDERATION OF ADVERSE REMARKS

- All representations against adverse entries to be decided by the Accepting Authority expeditiously and in any case not later than 30 days from the date of submission of the representation
- Representations against adverse remarks should be examined by the Accepting Authority in consultation with the Reviewing Authority and Reporting Authority, if they are still in service, and pass any of the following orders
 - ✓ Rejecting the representations, or
 - ✓ Toning down the remarks, or
 - ✓ Expunging the remarks

DISCLOSURE OF GRADINGS BELOW BENCHMARK

- Gradings in ACR below the prescribed benchmark for promotion to the next higher grade/post shall be treated as an “Adverse Remark”
- It should be communicated by the Custodian to the Official reported upon along with the photocopy of the ACR within 15 days of receipt of the completed ACR
- The Official reported upon to be given an opportunity to make any representation against the below benchmark grading in writing to the Accepting Authority within 30 days

DISCLOSURE OF GRADINGS BELOW BENCHMARK

- Accepting Authority may consider such representations in consultation with the Reporting Authority and the Reviewing Authority, if they are still in service
- It shall decide the matter objectively in a quasi-judicial manner on the basis of the materials placed before it within a period of 30 days from the date of receipt of representation
- The Accepting Authority after due consideration may reject the representation or may accept and modify the grading in the ACR accordingly with specific reasons through a speaking order

ASSESSMENT OF INTEGRITY

- Superior Officers should make every effort to form a definite judgement about the integrity of those working under him/her
- Remarks relating to the column on integrity in the Confidential Reports of the Official reported upon shall be made by the Reporting Authority in any one of the options mentioned below:
 - ✓ *Beyond doubt*
 - ✓ *Since the integrity of the Official is doubtful, a secret note is attached*
 - ✓ *Not watched the Official's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the Official.*

DOCUMENTS THAT MAY BE INCLUDED IN ACRs

- Letters of appreciation/resolution issued by the Government to an official, record about any medals, awards etc
- Copy of order imposing on an Official any penalties specified in CCS (CCA) Rules, 1965
- Copy of warning, displeasure or reprimand
- Certificate regarding training received by an Official
- Record about any books, articles and other publications as permissible under CCS (Conduct) Rules, 1964 brought out by the Official

FORWARDING ACRs TO PRIVATE/AUTONOMOUS BODIES, ETC

- Copies of Confidential Reports or even the substances of such reports should NOT normally be sent to private bodies in connection with any purpose whatsoever
- If, however, a request is made by a public undertaking or autonomous body for a copy of the ACR, only a gist of the relevant ACR may be supplied
- Only in cases where it is in Govt.'s own interest that the management of a corporate public enterprise should see the ACRs in full, the reports may be shown under the order of HoD/Secretaries

WRITING OF ACRs BY OFFICERS UNDER SUSPENSION

- No Reporting/Reviewing Officer under suspension should be allowed to write/review the Confidential Report of his subordinates, if during major part of writing/reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.

WRITING OF ACRs BY OFFICERS ON OFFICIATING PROMOTION, ETC

- Officials on officiating/adhoc promotion to higher grade/post with the specific recommendation of the relevant DPC CAN write the ACR of Officials in the feeder grade who are in the same substantive post
- Officials holding additional charge of higher grade/post without being promoted CANNOT write the ACR of Officials who are holding the same substantive post
- In such cases, the ACR shall be written by the next higher authority

WRITING OF ACRs BY RELATIVES

- When the Reporting Authority and the Official reported upon happens to be close relatives, the former should ABSTAIN from writing the ACR of the latter
- If the Reviewing Authority and the Official reported upon happens to be close relatives, the former should ABSTAIN from reviewing the ACR of the latter
- In the above cases, reporting/reviewing should be done by the next higher authority

WRITING OF ACRs BY RETIRED OFFICIALS

- The Reporting, Reviewing and Accepting Authority shall not be competent to report, review and accept a Confidential Report after one month of retirement from service or demission of office

DISPOSAL OF ACRs

- ACRs of deceased officer's: after a period of 2 years from the date of his death
- ACRs of retired Govt. Servants: 5 years after his retirement date

THANK YOU