

**Government of Nagaland**  
**Personnel & Administrative Reforms Department**  
**(Vigilance Branch)**

NO. PER/ACR/1/77

Dated, Kohima, the 23<sup>rd</sup> Feb/2005.

**OFFICE MEMORANDUM**

**Sub: - Annual Confidential Report on the Government servants procedures for writing of ACRs.**

In partial modification of Home Department Office Memorandum No. CON-55/67 dated 23<sup>rd</sup> October 1968, the following provisions shall be substituted in Para 13 of the aforesaid Office Memorandum.

The procedure in the matter of recording the remarks and reviewing and accepting the reports is laid down below:-

1. The reports on the Staff/Assistants working in the Secretariat will be written by an officer not below the rank of an Under Secretary and reviewed and accepted by the immediate superior officer.
2. The reports on the Staff/Assistants working in the Directorate will be written by an Officer not below the rank of an Assistant Director who is in charge of the Branch/Section and reviewed and accepted by the Head of the Department.
3. The reports on the Staff/Assistants working in the District/Sub Divisional Offices will be written by an officer not, below the rank of a Head Assistants and reviewed and accepted by the Head of the Office.
4. The reports on the Superintendent/Assistant or Officers of equivalent status in the Secretariat will be written by the Officer immediately below the Administrative Head of the department and reviewed and accepted by the Administrative Head of the Department.
5. The reports on the Superintendent or Officers or equivalent rank in the Directorate will be written by the Officer immediately below the Head of the Department and reviewed and accepted by the Head of the Department.
6. The reports on the Head Assistants or Officers of equivalent rank in the District/Sub-Divisional Offices will be written by the Officers immediately below the head of the office and reviewed and accepted by the Head of Office.
7. The reports on all the officers above Superintendent of Non-IAS/Non-NCS cadres in the Secretariat will be written by the Administrative Head of the Department and reviewed and accepted by the Chief Secretary.

8. The reports on all the Officers above Superintendent in the Directorates will be written by the Head of the Department and reviewed and accepted by the Administrative Head of the Department.
9. The reports on all Officers above Head Assistant in the District/Sub-Divisional Offices will be written by the Head of the office and reviewed and accepted by the Head of the Department.
10. The reports on the EACs working in the Sub-Divisional Offices will be written by the SDO in-charge of the Sub-Division, reviewed by the Deputy Commissioners of the District and accepted by the Commissioner. In the case of EACs working directly under ADCs or in District Headquarters, the reports will be initiated by the ADC, reviewed by the D.C. and accepted by the Commissioner.
11. The reports on the ADCs/ADMs/SDO(C)s/Border Magistrates will be initiated by the Deputy Commissioners, reviewed by the Commissioner and accepted by the Chief Secretary.
12. The reports on the Under Secretaries/Deputy Secretaries /Joint Secretaries /Addl. Secretaries of IAS and NCS cadres will be written by the Administrative Head of the Department, reviewed by the Chief Secretary and accepted by the Minister-in Charge of the Department. The reports on such Officers attached to Chief Secretary will be written by the Chief Secretary and reviewed and accepted by the Chief Minister.
13. The reports on Additional Chief Secretary/Commissioner & Secretary/Secretary and other officers holding independent charge of administrative Departments will be written by the Chief Secretary, reviewed by the Minister-in-charge of the Department and accepted by the Chief Minister.
14. The reports on the Head of the Departments will be written by the Administrative Head of the Department, reviewed by the Chief Secretary and accepted by the Minister-in-charge of the Department.
15. The reports on the Deputy Commissioners will be written by the Commissioner, reviewed by the Chief Secretary and accepted by the Chief Minister.
16. The reports on the Heads of the District officers will be written by the Head of the Department and reviewed and accepted by the Administrative Head of the Department.
17. The reports on the Head of offices of Developmental Departments in the District including Sub-Divisional/Block offices will be routed through the Deputy Commissioner of the District who will further forward the report to the competent reporting officer after recording his assessment in the Column provided in the CR Form for the purpose.
18. The reports on the Stenographers will be initiated by the Officer with whom they are attached and reviewed and accepted by the next superior officer. In the case of Stenographers attached to Ministers, the Minister concerned will be the Reporting as well as Reviewing and Accepting Authority.

**Para-5.**

The 3<sup>rd</sup> sentence of Para 5 is substituted by the following sentence: -

“The ACR report should be initiated by the concerned official, whose ACR are to be written by filling up the required bio-data and other particulars in the ACR form, including self assessment wherever required, and put up to the Reporting Officer. In case no ACR is written for a particular year, the concerned official will be held responsible, unless he /she can prove that he/she had submitted the duly filled up ACR form to his Reporting Officer on time.

**Sd/-LALTHARA**

Addl. Chief Secretary to the Govt. of Nagaland