

# **THE ASSAM SERVICES**

**(Confidential Rolls)**

**RULES, 1990**

**GOVERNMENT OF ASSAM**

**ADMINISTRATIVE REFORMS AND TRAINING**

**DEPARTMENT**

**JULY, 1990**

**The 10<sup>th</sup> April, 1990**  
**ASSAM SERVICES (CONFIDENTIAL ROLLS)**  
**RULES, 1990**

No.AR.49/82.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor or Assam is pleased to make the following rules, namely :-

**1. Short title, commencement and application: -**

- (1) These rules may be called the Assam Services (Confidential Rolls) Rules, 1990.
- (2) They shall come into force on the date of publication in the official Gazette.
- (3) They shall apply to the writing and maintenance of the confidential reports of the employees of the Government of Assam excepting those borne on the All India Services.

**2. Definitions: -** In these rules, unless, the context otherwise requires :-

- (a) 'accepting authority' means the authority who was, during the period for which the confidential report is written, immediately superior to the reviewing authority and such other authority as may be specifically empowered in this behalf by the Government;

(b) 'confidential report' means the confidential report referred to in rule 5;

(c) 'confidential roll' means the compilation of the confidential reports written on an employee and includes the following documents;

(i) Letters of appreciation issued by the Government to the members of the Service .

(ii) Copy of the order imposing on the member of the Service any of the penalties specified in the Assam Services (Discipline and Appeal) Rules 1964.

(iii) Copy of the communication addressed to the member of the Service warning him or conveying the displeasure or reprimand of the Government.

(iv) Record of the final result of the inquiry into the charges or allegations against the member of the Service mentioned in his confidential report.

(v) Record about the approved course of study or training undertaken by the members of the Service.

(d) 'employee' means an employee of the Government of Assam;

(e) 'Government' means the Government of Assam;

- (f) 'reporting authority' means the authority who was during the period for which the confidential report is written, immediately superior to the employee and such other authority as may be specifically empowered in this behalf by the Government;
- (g) 'reviewing authority' means the authority who was, during the period for which the confidential report is written, immediately superior to the reporting authority and such other authority as may be specifically empowered in this behalf by the Government.

### **3. Maintenance and custody of confidential rolls :-**

The confidential roll in respect of an employee shall be maintained in the safe custody by the respective Controlling Officer /Head of the office in which the employee holds the substantive appointment.

### **4. Form of the confidential report: -**

- (1) The confidential report shall be written by the reporting authority in the model form as prescribed in the Schedule-I in respect ACS-I Officer.
- (2) The Confidential Report in respect of all other Officers and categories of posts, including Technical Services posts but excepting the Police Service and Grade-IV posts, shall be written in the form prescribed in Schedule-II;

Provided that the Government may make such additions in the forms so prescribed as may be considered necessary or desirable by it to suit specific conditions or requirements.

(3) For Grade IV employees, the confidential report may be written in the form as prescribed in the Schedule-III.

**5. Procedure for writing confidential reports: -**

(1) A confidential report assessing the performance, character, conduct and qualities of every employee shall be written for each financial year, ordinarily within two months of the close of the said year at the latest.

(2) An illustrative chart showing the reporting authority, reviewing authority and accepting authority in respect of various category of employee is furnished in schedule-IV.

All controlling/heads of offices may prepare elaborate charts, covering all categories of employees under their respective control, from head of the department level officers at the top to the field level officers at the bottom, in conformity with the illustrative chart at schedule-VI, (A), (B) & (C), and obtain the approval of the Personnel (A) Department on the same.

(3) Where an employee is on deputation on foreign services or on temporary transfer to any other office or department or Government, his confidential report in respect of the respective year shall be written by the reporting authority and reviewed and accepted by the reviewing authority and the accepting authority as defined in rule 2.

- (4) A confidential report shall also be written when either the reporting authority or the employee reported upon relinquishes charge of the post, and, in such a case, it shall be written at the time of the relinquishment of his charge of the post or immediately thereafter.
- (5) Where more than one confidential reports are written on an employee during the course of a Financial Year, each such report shall indicate the period to which it pertains.
- (6) Where the reporting authority has not seen at least for 90 days and the reviewing authority has seen, the performance of an employee for the said period during the period for which the confidential report is to be written the confidential report, of any such employee for any, such period shall be written by the reviewing authority and where both the reporting authority, and the reviewing authority have not seen for at least 90 days and the accepting authority has seen, the performance as aforesaid of any such employee during any such period, the confidential report shall be written by the accepting authority.
- (7) Where the reporting authority, the reviewing authority and the accepting authority have not seen the performance of a number of the Service for at least 90 days during the period for which the report is to be written, an entry to the effect shall be made in the confidential report for any such period by the Government.
- (8) Notwithstanding anything contained herein before it shall not be competent for the reporting authority, the

reviewing authority or the accepting authority, as the case may be, to write a confidential report: -

(a) Where the authority writing the confidential report is a Government Servant after he retires from Service; and

(b) In other cases, say a Minister, after he demits office.

**6. Review of the confidential report: -**

(1) The confidential report shall be reviewed by the reviewing authority ordinarily within one month of its being written:

Provided that this requirement may be dispensed with such cases, as may be specified by the Government, by general or special order.

(2) Where the report is written by the reviewing authority under sub-rule (6) of Rule 5, or where the reviewing authority has not seen, and the accepting authority has seen, has seen the performances of an employee for at least 90 days during the period for which the confidential report is written, the confidential report of any such employee for any such period shall be reviewed by the accepting authority, ordinarily within one month of its being written.

(3) It shall not be competent for the reviewing authority, or the accepting authority, as the case may be to review any such confidential report unless it has seen the performance of the employee for at least 90 days 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 confidential report.

(4) Notwithstanding anything contained in sub-rules (1) and (2), it shall not be competent for the reviewing authority or the accepting authority, as the case may be, to review any such confidential report-

(a) Where the authority reviewing the confidential report is a Government servant, after he retires from service; and

(b) in other cases, say a Minister, after he demits office.

#### **7. Acceptance of the Confidential report: -**

(1) The confidential report, after review, shall be accepted, with such modifications, as may be considered necessary, and countersigned by the accepting authority, ordinarily within one month of its review:

Provided that this requirement may be dispensed within such cases as may specified by the Government, by general or special order:

Provided further that here the accepting authority has not seen the performance of any employee for at least 90 days during the period for which the confidential report has been written, it shall not be necessary for the accepting authority to accept any such report.



**Note:** - An entry to this effect shall be made in the confidential report.

(2) Notwithstanding anything contained in sub-rule (1) it shall not be competent for the accepting authority to, accept and countersign any such confidential report-

(a) Where the accepting authority is a Government Servant, after he retires from service; and

(b) In other cases, say a Minister, after he demits office.

#### **8. Cases in which the accepting authority writes or reviews the confidential report.**

(1) Notwithstanding anything contained in Rule 5 or Rule 6 or Rule 7, where the accepting authority writes or reviews the confidential report of any employee, it shall not be further necessary to review or accept any such report.

(2) (i) In the event of the retirement of the Recording Officer, the Reviewing officer shall record and review the ACR of an employee;

(ii) in the event of retirement of the Reviewing Officer, the accepting Officer, shall review and accept the ACR;

(iii) in the event of retirement of the Accepting Officer, the remark of the Reviewing Officer shall be final;

(iv) in the event of retirement of the both Reviewing and Accepting Officers, the remarks of the Recording Officer shall be final;

(v) in the event of the retirement of the both Recording and Reviewing Officers, Accepting Officer shall record, review and accept the ACR;

(vi) in the event of the retirement of the Recording, Reviewing and Accepting Officers, a certificate to the effect shall be kept in the confidential roll for non-availability of the ACR of particular period.

**9.** The reporting/reviewing and the accepting of the annual confidential reports should be completed ordinarily with in the three months of the close of the financial years and the same be forwarded for safe custody to the respective controlling officer/ head of offices.

#### **10 Communication of the adverse remarks-**

Where a confidential report on an employee contains a adverse or critical remarks, it shall be communicated to him by the Reviewing Officer in writing together with a substance of entire confidential report ordinarily with in one months of its acceptance by the Accepting Authority when all the three authorities are in the same station. When the three authorities in different station the communication of adverse remarks may be made by the Controlling officer/Head of the office after acceptance of the report. In either case a certificate to the effect that the adverse remarks has been communicated to the person connected, shall be recorded in the annual confidential report before it is sent to safe custody.

## **11. Representation against adverse remarks-**

An employee may be represented to the State Government or to the authority next above the Accepting Authority as the case may be, against the adverse remarks communicated to him under Rule 10 within 60 days of the date its receipt by him:

Period that the authority as afore- mentioned may entertain a representation within another 60 days of the said period if it is satisfied that the employee and sufficient for not submitting the representation in time:

Provided further that after a decision is communicated by the complete authority on the representation made by an employee for expunction of any adverse remarks in his ACR, normally no further representation should be entertain unless the officer has new grounds in his subsequent representation for reconsideration and such representation should be submitted with in one month from the date receipt of the decision on his first representation.

## **12. Consideration of representation against adverse remark-**

(1) The authority receiving the representation against adverse/critical remarks shall, and if it considers necessary, in consultation with the reporting authority, the reviewing authority or the accepting authority, consider the representation made under the rule 11 by an employee and pass orders as fur as possible within three months of the date submission of the representation –

(a) Rejecting the representation, or

(b) toning down the remark, or

(c) expunging the remark.

(2) The order of passed under sub-rule (1) on the representation shall be final and the member of the Service concerned shall be informed accordingly.

(3) A copy of the order passed under sub- rule (1) shall be placed in the confidential roll and the relevant confidential report shall be modified, if necessary, under the countersignature of the authority considering and deciding the representation made under rule 11.

### **13. Grading-Special cases -**

Where the Reviewing and the Accepting officers have graded the officer as 'Good', Very Good', 'Above average', and 'Outstanding' inspite of adverse remarks recorded by the Recording Officer, the entries recorded in the ACR are not to be treated as "Adverse" but the Reviewing and Accepting authorities will have to record in writing that they do not agree with the assessment of the Recording Officer stating reasons for saying so.

### **14. General -**

The Government (in Personal 'A' Department) may issued such instructions, not inconsistent with the provisions of these rules, as if may consider necessary with regard to the writing of the confidential reports, the maintenance of the confidential rolls and the effect of the confidential reports on the condition of service of a member of the Service.

## **15. Interpretation -**

Where any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Government (in Personnel 'A' Department) whose decision shall be final.

H.N.DAS,

Chief Secretary to the Government of Assam

# **SCHEDULE-I**

## **FORM OF CONFIDENTIAL REPORT ON STATE CIVIL SERVICE OFFICERS.**

### **(A.C.S. I ONLY)**

(See rule 4(1) of the Assam Services (Confidential Rolls) Rules,  
1990)

Report for the year/ period from \_\_\_\_\_ to  
\_\_\_\_\_ Department/ Office of \_\_\_\_\_

### **PART -I**

#### **(TO BE FILLED BY OFFICE)**

1. Name of Officer and designation :
2. Date of birth :
3. Date of continuous appointment to the State :  
Civil Service.
4. Date of appointment to the present post :
5. Period of absence on the leave during the :  
reporting year/period

6. Training received during the reporting year/ :  
period indicating the course attended,  
duration of the course and the institution  
where attended.

**PART – II**

**(TO BE FILLED BY THE OFFICER REPORTED UPON)**

- 1** A brief summary of duties and responsibilities (not more than 50 words)
  
- 2** Please specify important items of work in order to priority wherein quantitative/physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year.

<b>Item of work</b>	<b>Physical or financial target/objective/goal</b>	<b>Achievements</b>
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1.

2.

3.

4.

5.

3. (a) In case of shortfall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target/goal/objective.

4. Please specify the no. of Inspections conducted/tours performed (only in case of field officers )

*No. of inspections/tours  
expected to be performed  
in an year*

*No. of inspection/tours  
actually performed with  
reasons for shortfall, if any*

5. Please indicate instances, if any, of delinquency among your subordinates and action taken in such cases.

6. Please indicate whether the A.C.Rs of the officer(s) under your control are duly recorded by you. In case any ACR is yet to be recorded, the reasons for not doing so may be mentioned.

Signature

Name

Designation

Place :

Date :



**PART -III**  
**(TO BE FILLED BY REPORTING OFFICER)**

**Note:** Every answer shall be given in a narrative form using unambiguous and simple language. Word and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average', 'poor', while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

1. Please comment on Part -II as filled by the Officer, especially on the self-assessment of his/her performance.
2. Please give your assessment commenting upon the following traits/attributes of the officer.

**A – Applicable for all officers.**

- (i) Promptness and quality of performance.
- (ii) Communication skill (both oral and in writing).
- (iii) Sincerity and devotion to duty.
- (iv) Initiative, creative, resourcefulness, willingness to take responsibility and leadership qualities.
- (v) The capacity of the officer to motivate his subordinates by his own conduct.

(vi) The officers level of knowledge of functions, related instruction and their application.

**B – For Officers working in secretariat.**

(vii) Ability of critical examination, weighing the pros and cons of alternatives.

**C –For Field Officers only.**

(viii) Behaviour with members of public, including impartiality in dealing.

(ix) Ability to co-ordinate implementation of tasks and programmes by different functionaries involved.

3. Please give your assessment on the officer's temperamental and physical ability for field posting and secretariat postings.

4. Please give your assessment on the officer's relations with superiors, colleagues and subordinates and his/her capacity to promote team-spirit and work as a member of a team.

5.\* Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Section of Society.

Please comment on the officers understanding and response of the problems of Scheduled Castes and scheduled Tribes and his /her efforts to deal with them.

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\* Applicable in case of officers dealing with the development and protection of SC/ST

6. (i) Please state with details if the officers has been punished during the period under report.

(ii) Please state with details if the officers has received any commendation during the period under report.

7. Please state whether the officer is fit for induction into the IAS.

8. Please comment on the officer's integrity.

9. General assessment of the officer with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances, etc.

10. Please comment on the officer's character in general value system with respect to tendering frank and honest advice to superiors, trustworthiness in fulfillment assurance of performance given by him/her, and the officer's behavioral pattern in dealings on matters having self-interest.

11. Overall grading :

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

Outstanding

Very good

Good

Average

Below Average

**Note:-** An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.

Signature of Reporting Officer

Name in block letters

Designation

Place:- (During the period of report)

Date:-

## **PART – IV**

### **REMARKS OF THE REVIEWING OFFICER**

- 1 Length of Service under the Reviewing Authority.
2. Do you agree with the assessment of the officer given by the Reporting Officer? If not, indicate the items/ aspects on which you disagree and give your own assessment on those aspect/ items.
3. General remarks with specific comments about the general remarks given by the Reporting Officer including grading.

4. Has the Officer any special characteristics and/ or any abilities, which would justify his/her promotion out of turn? If so, please specify.

Signature of the  
Reviewing Officer

Name in block letters

Designation

Place:- (During the period of Report)

Date:-

## **PART-V**

**Remarks of the Accepting Authority (Authority next superior to the Reviewing Authority)**

Signature of the Accepting Authority

Name in block letters

Designation

Place:- (During the period of report)

Date:-

## **SCHEDULE – II**

### **Model Form of Annual Confidential Reports**

(For ACS II and all other Technical/non Technical class I to III Officers of the State).

(See Rule 4(2) of the Assam Services (confidential Rolls) Rules, 1980).

Report for the year/period ending

### **PERSONAL DATA**

#### **Part-I**

(To be filled by the office)

1. Name of the Officer/employee
2. Name of Service to which belongs
3. Date of Birth
4. Present Designation since
5. Period of absent from duty on leave, training etc. during the period of report.

6. Description of work on which engaged during the period
7. Any special knowledge/experience /training which facilities to discharge the allotted work of the officer/employee

## **Part-II**

### **Assessment by the Reporting Authority**

1. Name(s) and Designation of Reporting Authority
2. Period of Services of the incumbent under the Reporting Authority

(Separate forms to be used by different reporting officers)

3. State of health
4. What is your option about his/her
  - (a) Aptitude, initiative, drive and efficiency for-
    - (i) Arrangement of work
    - (ii) Execution of work

- (b) Intelligence
- (c) Attendance/Conduct and amenability to discipline.
- (d) Character, with particular reference to reliability and integrity
- (e) Knowledge of laws / rules and relevant office procedure.
- (f) Capacity of supervision inspection and create team spirit (where applicable).
- (g) Sprit of service for and relationship with public / subordinate staff and superior officers.
- (h) Physical stamina and aptitude for hard touring (Where applicable)
- (i) General remark, if any
- (j) What is your opinion about his/her fitness or otherwise for advancement for next higher rank.



**(For Technical Officers only)**

(k) Professional ability

(a) Promptness and correctness in

(i) Preparation of estimate and projects:

(ii) Designs:

(iii) Accounts :

(iv) Control of expenditure:

Recording Authority.

Date:

**Part -III**

**Opinion of the Reviewing Authority**

1. Name and designation of the Reviewing Authority :
2. Period of service of the incumbent under the Reviewing Authority:
3. General opinion of the Reviewing Authority :
4. Graded :

Date

Reviewing Authority

**Part- IV**

**Remark of the accepting Authority**

Date:

Name and Designation of Accepting Authority

## **INSTRUCTIONS**

The following instructions are intended for guidance of officers writing the annual confidential reports in the prescribed form. The report should contain a full appreciation and assessment of the particulars in the form with any additional information considered necessary. Personal likes and dislikes should not form the basis of any opinion but at the same time, softness to shield defects should also be avoided.

- (1) The Reporting and the Reviewing Authority should be one under whom the officer/employee has rendered, at least three months of continuous service. There may be more than one A.C. R. during the period of report (one year).
- (2) **Work in which employee during the period of report:-** In this column the actual nature of work done by the officer/employee should indicate briefly, at the same time leaving no doubt as to the type of work on which the officer/employee has been employed during the period under report. Thus, such entries as “dealing assistant “ “doing correspondence” should be avoided. Entries such as “deals with appointment, promotion, posting and transfer of offices of the Assam Civil Services”, would be more suitable.
- (3) **Intelligence :-** The level of intelligence and the mental alertness of the officers/employee should be specifically commented upon.
- (4) **Capacity of work :-** In assessing this, the reporting officer should considered the ability of the officer/employee in nothing, drafting writing precise etc. He should mentally

review whether the officers/employee knows his job well, whether he applies to his work well and where he is hardworking systematic, through and quick. Proficiency in and aptitude for any technical or specialized work should also find a specific mention in the report.

(5) **Knowledge of laws, rules and order and office procedure: -** Are all these adequate considering the nature of duties and responsibilities of the particular officer/employee? If it is not upto the required standard, say so. Does the officer/employee follow prescribed procedures in matters of routines and otherwise as laid down and instructions issued from time to time by the Government? Here the officer making the annual report may take the help of the appropriate supervisory officer.

(6) **Attendance, conduct and amenability to discipline :-** Is he punctual not only maintaining proper office hours, but also in his habits and prompt in disposal? Is he generally obedient and amiable? Does he grudge occasional extra work? Latest Government Instructions regarding punctuality should also be taken into consideration while filling up the column of punctuality.

Remarks should be made about the sense of duty and responsibility of the officer employee, his/her reliability, honesty and integrity.

(7) **Character :-** In making remarks the reporting officer should bear in mind that if their have been specific instances or complains of dishonesty or corruption having some foundation, these should be stated. Else a positive assessment should find mention.

(8) The entries in different parts of the form should be made by the appropriate authorities, in terms of **schedule II** of the Assam services (Confidential Rolls) Rules, 1990.

(9) **Grading:** - All Officers/employees should be graded by the Reviewing officer on an overall assessment of all facts, as “outstanding”, “very good”, “good”, “mediocre” or “average” and “bad or below average” as the case may be.

(10) **Guide:** - A guide for the estimate of general ability and character of officers is appended herewith.

A guide for the estimate of general ability and character of officers

**1. Intellectual: -**

Independence of judgment	Yes or No
Receptivity	quick, receptive, slow on the uptake
Initiative	original, enterprising, resourceful, casual, apathetic.
Drive	forceful, pushing, forceless, inert.
Promptness in disposal of works	Yes or No
Speed of decision	Very quick, fairly quick, sure, hesitant, indecisive
Quality of decision	sound, superficial.

**2. Capacity for duties**

diligent, industrious,  
toiler, Slack, indolent.

**3. Personality**

impressive, attractive,  
colorless, unimpressive.

**4. Temperament**

self-controlled,  
restrained, excited,  
panicky

**5. Leadership**

capacity to exert  
influence, tactfulness,  
organisational capacity,  
courage and firmness in  
difficult situations.

**6. Character :-**

Moral reputation

excellent, good, fair,  
poor.

Zeal and energy

indefatigable, preserving

Liveliness

spirited, cheerful, dull  
gloomy

Loyalty and fidelity

faithful, obedient,  
conscientious, dutiful,  
easy-going, irresponsible,  
obstinate.

## **7. Relations with others :-**

Attitude towards brother officers	friendly, co-operative, obstructive, individualistic, selfish.
Attitude towards subordinates	humane, considerate, sympathetic, indifferent, inconsiderate, hard, soft
Relations with non-officials	considerate, willing, helpful, sympathetic, indifferent, rude, soft, tactful, tactless.

## **SCHEDULE -III**

### **GOVERNMENT OF ASSAM**

**Form of Annual Confidential Report in respect of Grade IV employees.**

[See Rule 4(3) of the Assam Services (Confidential Rolls) Rules, 1990]

Name of the Department/Office :

Report for the period/year ending :

**PERSONAL DATA**

**Part -I**

(To be filled up by the office)

1. Name of the employee
2. Designation
3. Date of birth
4. Posted in/with \_\_\_\_\_ Since \_\_\_\_\_

**Part-II**

**Assessment by the Reporting Authority**

1. Name and Designation of the Reporting Authority
2. What is your opinion about the incumbent's Punctuality, dependability, obedience, behaviour and willingness to perform his/her duties :
3. Any other remarks (particularly state the health)

Date

Recording Officer

**Part-III**

**Remarks of Reviewing/Accepting Authority**

(as the case may be)

Date-

Signature with Designation.

**SCHEDULE-IV.**  
**Ref. Rule 5(2)**

**Chart (illustrative) showing the Recording, Reviewing and  
Accepting Authority of the Annual Confidential Reports.**

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>A. SECRETARIAT (NON-IAS &amp; TECHNICAL)</b>				
1	Commissioner/ Special Secretary/ Secretary	Chief Secretary	Minister concerned	Chief Minister
2	Addl. Secretary /joint secretary	Secretary concerned	Chief Secretary	Minister concerned
3	Deputy Secretary & Officers of equivalent rank	Secretary concerned	Chief Secretary	Chief Secretary
4	Under Secretary, & Officer of equivalent rank	Addl./Joint/ Deputy Secretary	Secretary	Chief Secretary
5	Financial Adviser	Addl./Joint/ Deputy Secretary	Secretary	Chief Secretary
6	Stenographers Grade - I	Addl./Joint/ Deputy Secretary	Secretary	Chief Secretary
7	Superintendent and Officers of equivalent rank	Deputy/Under Secretary	Joint Secretary/Addl. Secretary/Secretary	Secretary
8	Assistant and other Grade - III non-gazetted post	Under Secretary/Deputy Secretary	Joint Secretary/Addl. Secretary/Secretary	Secretary
9	Stenographer Grade - II and Grade - III	Under Secretary/Deputy Secretary	Joint Secretary/Addl. Secretary/Secretary	Secretary



Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
<b>A. SECRETARIAT (NON-IAS &amp; TECHNICAL)</b>				
10	Typist	Under Secretary/Deputy Secretary	Deputy Secretary/ Joint Secretary	Joint /Addl. Secretary
<b>Grade IV Staff</b>				
11	a) Attached to the Department	Superintendent	Under Secretary	Deputy Secretary
	(b) Attached to the Officer	Officer concerned	Officer concerned	Officer concerned
	(c ) Attached to the Minister	Private Secretary	Admn. Officer S.A Nazarat	Deputy Secy S.A Nazarat
	(d) Malis , Sweepers, Cleaners and other grade IV employees under S.A Nazarat	Nazir	Admn. Officer S.A Nazarat	Deputy Secy S.A Nazarat

**Notes:**

1. In the department having Commissioner's the reporting, reviewing and accepting authority in respect of additional Secretary and Joint Secretary will be the Commissioner, Chief Secretary and Minister concerned respectively.
2. For Private Secretary and other personal staff attached to the Minister/Ministers of state/Deputy Ministers/Parliamentary Secretary, the reporting, reviewing and the accepting authority will be the Minister/Minister of State/Deputy Minister and Parliamentary Secretary concerned. The Deputy Secretary/Under Secretary, S.A (E) Department may submit the C.R to the Minister etc. concerned.

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
<b>Ex-cadre post-Non-I.A.S.</b>				
1	Managing Director of Public Sector undertaking under the Government of Assam including the M.Ds of Assam Co-operative Apex Bank Ltd., Assam Financial Cooperation etc.	Secretary of department	Chief Secretary	Minister concerned
2	Project Director Integrated Rural Development Agency (ACS)	Deputy Commissioner concerned	Director Rural Development	Agricultural Production Commissioner
3	Project officer, Rural Development (ACS)	Project Director, R.D.	Director Rural Development	Agricultural Production Commissioner
4	Secretary, State Electricity Board	Chairman	Minister concerned	Minister concerned
5	Officer- on –special duty in the Secretariat Departments	Secretary concerned	Chief Secretary	Minister concerned
6	Chief Executive of public sector undertakings	Secretary of Department	Chief Secretary	Minister concerned
7	Project Director I.T.D.P	Deputy Commissioner	Director, W.P.T & B.C	Commissioner/Secretary, W.P.T.& B.C. Department
8	Sub-divisional Welfare Officer	Deputy Commissioner	Director, W.P.T & B.C	Commissioner/Secretary, W.P.T.& B.C. Department

**Note :**

- (1) When the accepting authority of A.C.R. is the Chief Minister, any representation under rule 11 shall be submitted to the Governor.
- (2) The term 'Minister' shall be substituted by the term 'Adviser' and the term 'Chief Minister' will be substituted by the term 'Governor' if and when the State will be under President's Rule .
- (3) In case a Minister demits office, no A.C. R. need be sent to him for reviewing/accepting, as the case may be and such A.C.Rs of Officers may be treated as final without obtaining the remarks of the ex-Minister.

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>A. HEADS OF DEPARTMENT</b>				
1	Head of Department & Addl. Head of Department Director, Addl. Director (Non-IAS)	Secretary of the Department	Chief Secretary	Minister concerned
2.	Joint Director or equivalent post	Director	Secretary concerned	Minister concerned
3.	Deputy director or equivalent post	Director	Secretary concerned	Minister concerned
4.	Asstt. Director or equivalent post	Joint Director/ Deputy Director	Director	Concerned Secretary

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
<b>A. HEADS OF DEPARTMENT</b>				
5	Administrative officer	Joint Director/Deputy Director	Director	Concerned Secretary
6	Register	Joint Director/Deputy Director	Director	Concerned Secretary
7	Finance & accounts Officer	Director	Secretary of Administrative Department	Secretary, Finance Department
8	Superintendent /Head Assistant	Joint Director/Deputy Director	Addl. /Joint Director	Director
9	Assistant /Typist	Asstt./Deputy Director	Addl. /Joint Director	Director
10.	Stenographers	Office concerned	Addl. /Joint Director	Director
11.	Any class I post under the directorate	Head of the concerned Office	Regional head of the office	Director
12.	Any class II Post under the Directorate	Head of the concerned Office	Regional head of the office	Director
13.	Any class III post under the directorate	Immediate Supervisory officer	Sub-divisional/ district level Head of Office	District regional head of office
14.	Grade -IV	Asstt. Director/ Registrar	Deputy Director/ Joint Director	Additional Director /Director

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>TECHNICAL EXECUTIVE OFFICERS</b>				
1.	Chief Engineer	Secretary concerned	Chief Secretary	Minister concerned
2.	Additional Chief engineer	Chief Engineer	Chief Secretary	Minister concerned
3.	Superintending Engineer or equivalent posts	Chief engineer	Chief Secretary	Minister concerned
4.	Executive Engineer or equivalent posts	Superintending Engineer	Chief Engineer	Secretary concerned
5.	Asstt. Engineer or equivalent post	Executive Engineer	Superintending Engineer	Chief Engineer

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>C. DISTRICT AND SUBDIVISION</b>				
1.	Deputy Commissioner /Addl. Deputy Commissioner (Non-IAS)	Commissioner of Division	Chief Secretary	Chief Minister
2	Additional Deputy Commissioner (Non-IAS)	Deputy Commissioner	Commissioner of Division	Chief Secretary
3	Sub Divisional Officer (Non-IAS)	Deputy Commissioner	Commissioner of Division	Chief Secretary
4	Settlement Officer	D.L.R.	Commissioner of Division	Chief Secretary

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
<b>C. DISTRICT AND SUBDIVISION</b>				
5	E.A.Cs & S.D.O.s including A.C.S.I. Officer	(1) Deputy Commissioner for Sadar Sub-Division  (2) Sub-divisional Officer for the outlying Sub-Division.	Commissioner of Division  Deputy Commissioner	Commissioner of Division  Commissioner of Division
6	<b>A.C.S. II Officer</b>			
i	Execution Magistrate	(1) Deputy Commissioner in Sadar Sub-Division  (2) Sub-Divisional Officer for the outlying sub-division.	Commissioner of division  Deputy Commissioner	Commissioner of division  Commissioner of division
ii	Election Officer	(1) Deputy Commissioner in Sadar Sub-division  (2) Sub-Divisional Officer for the outlying sub-division.	Chief Electoral Officer  Deputy Commissioner	Chief Electoral Officer  Chief Electoral Officer
iii	Sub-Deputy Collectors (engaged in circle, land record and misc. work )	-Do-	Director of Land Records	Commissioner of Division

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
6	<b>A.C.S. II Officer</b>			
iv	Assistant Settlement Officer	Settlement Officer	Director, Land Records	Commissioner of Division
7	S.D.Cs (Settlement )	Settlement Officer	Director, Land Records to be counter signed by the Secretary, Revenue.	Commissioner of Division
8	S.D.Cs (Land Records)	Deputy Commissioner	Director, Land Records to be counter signed by the Secretary, Revenue.	Commissioner of Division
9	Treasury Officer	Deputy Commissioner	Director of Treasuries	Secretary, Finance Department
10.	Sub Treasury Officer or equivalent posts in outlying Sub-Divisions	Sub-Divisional Officer	Deputy Commissioner	Director of Treasuries
11	District/Sub-Divisional Officer of Development Department	Regional Officer	Head of Department	Secretary concerned

\*(Deputy Commissioner will also make an independent report to Heads of Department, which will be taken into consideration at the time of review)

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
12	B.D.Os	Chief Executive Councillor/ Administrator of Mahkuma Parishad	Deputy Commissioner	Director,P.S.C.D
13.	Officers of Head of Department (i.e. Assistant Director/ Deputy Director etc.)	Heads of Department*	Secretary	Secretary

\*(Deputy Commissioner will also make an independent report covering the points as laid down in Government O.M.NO.AAP.162/76/39, dated 14th March, 1977, which will also be taken into consideration at the time of reviewing/accepting the A.C.Rs.)

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
14	Sheristadar/Head Assistant	A.D.C./S.D.O. (or officer next below the Head of officer, looking after the work of the concerned person)	Deputy Commissioner	Commissioner of Division



Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
15	Nazir	A.D.C./S.D.O. (or officer next below the Head of officer, looking after the work of the concerned person)	Deputy Commissioner	Deputy Commissioner
16	Assistants	A.D.C./S.D.O. (or officer next below the Head of officer, looking after the work of the concerned person)	Deputy Commissioner	Deputy Commissioner

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>D.DISTRICT COUNCIL (NON-IAS)</b>				
1	Subordinate Officers working under the District Level Officer	District Level Officers	Regional Level Officer and Member in charge of the Executive of the District Council	Head of the Department
2.	District Level Officers	Regional Officer or immediate head of the department	Principal Secretary of the district council and Member in charge of the Executive of the District Council	Head of the Department

Sl. No.	Designation of the officer/employee	Reporting Authority	Reviewing Authority	Accepting Authority
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>D.DISTRICT COUNCIL (NON-IAS)</b>				
3	Secretary to the Executive Committee	Principal Secretary of the District Council.	Executive member in Charge of the District Council	Development Commissioner Hills
4	Principal Secretary of the District Council (Non-I.A.S)	Chief Executive member of the District Council	Development Commissioner Hills	Chief Secretary

**H. N. DAS**

**Chief Secretary to the Government of Assam**