

Circular Memo No. Rc/ENC/F3/15071025/2017

Dated: 04-04-2019

Sub:- Annual Confidential Reports in respect of AE/AEE/DEE/EE and Superintending Engineers and their maintenance- Submission of ACRs for 2018-19 on online – instructions- issued – Reg

Read:

1. G.O.Ms. No. 87, GAD Services Deptt. Dt: 24-03-2003
2. G.O.Ms. No. 588, GA (Ser.C) Deptt., Dt: 12-10-2013.
3. T.O. Circular Memo No. Rc/ENC/F3/15071025/2017 dt: 14-02-2017

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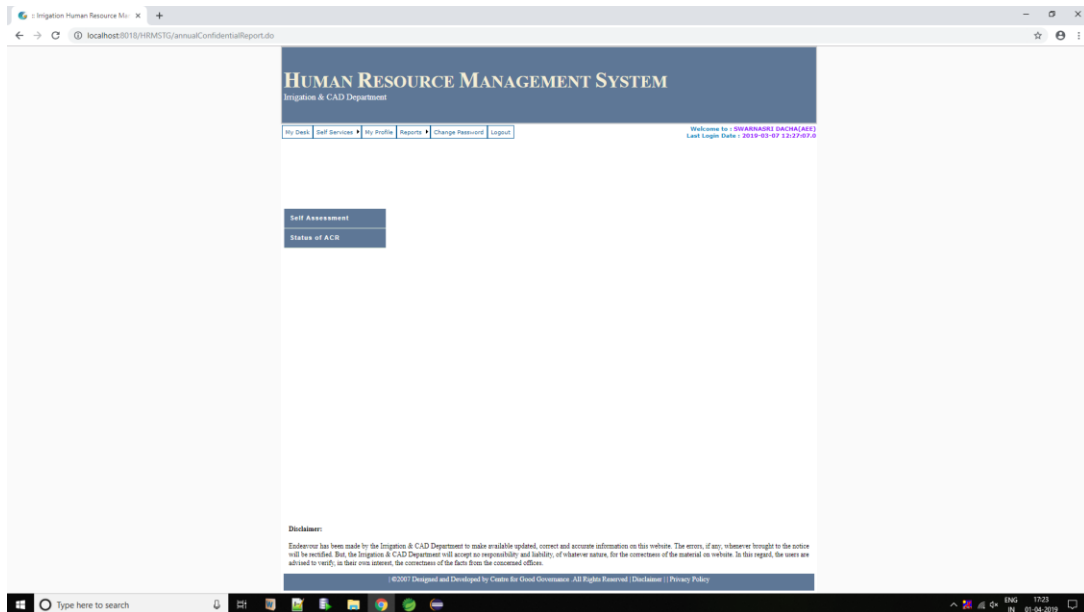
It is informed that, detailed instructions were issued regarding Annual Confidential reports pertaining to A.E/A.E.E. to Superintending Engineer cadre and its maintenance vide this office circular memo 3rd cited. On review of receipt of ACRs for the last three years, it has been noticed that ACRs in respect of most of the Engineers have not been received in this office. Further it has become a must to ascertain that whether the Part –I of Form –A have been submitted by the individuals or not, whether the ACRs are pending with the immediate next officer (Reporting Officer) /Counter signing officer or there is a delay in transmitting to the O/o the Engineer-in-Chief(A.W). Further it is also noticed in certain cases that the ACRs stated to be submitted to this office are also not received in this office.

In view of the above, it is decided to adopt the procedure of submission of Annual Confidential Reports on online through HRMS website in respect of Assistant Engineer/Assistant Executive Engineer to Superintending Engineer cadre for the year 2018-2019.

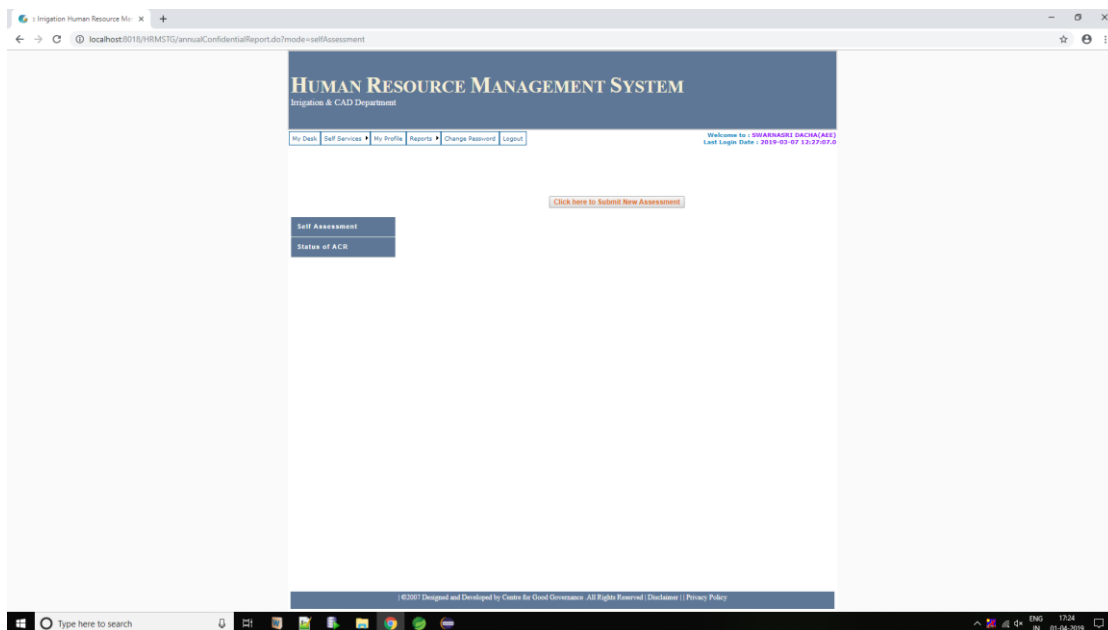
Therefore all the Unit officer/Circle Officers are informed that the Annual Confidential Reports for the year 2018-19 shall be submitted through online only duly following the procedure stipulated below.

The individual officer shall 1st login to their HRMS login using their User ID and Password (as done in case of submission of APRs).

a) Click on Self Services -> "Annual Confidential Report".



b) Click on "Self Assessment" tab and Click on New assessment button.



c) Fill up all the boxes provided therein in the New assessment form as done in case of manual procedure of filling up of Part-I of Form-A.

The date of submission of Annual Property Return shall automatically be displayed in the space provided for it. The persons, who have not submitted the APRs of 2018 on online cannot submit their Assessment form. They have to contact Sri. K.R. Chander Rao, EE(Vg), mobile No. 8008500239 for further course of action.

Self Assessment

Status of ACR

Are you working on OD ? Yes No

Unit : Chief Engineer, Nagarjuna Sagar Project & AMR SLBC
Project : Hyderabad
Circle : Nagarjuna Sagar Dam Circle, Hill Colony
Division : Dam Maintenance Division, Hill Colony, Nagarjunasagar
SubDivision : Gates Sub-Division, VP South, Nagarjunasagar
Section : section 2

Joining Date : 01/10/2012 Joining Time : FN AN
Pay Scale : Current Basic :
Period From : Period To :

Select Reporting Officer Designation : --Select--
Select Reporting Officer : --Select--

1. A brief summary of duties and responsibilities:

2. Please specify important items of work in order of priority where in quantitative/ physical/ financial targets/ objects/ goals were set for you or set by yourself for the reporting year and achievement made.

| S.No | Item of Work | Physical or Financial target/objective/goal | Achievements |
|------|--------------|---|--------------|
| 1. | | | |

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

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

4. Date of submission of Annual Property returns: 23/01/2019

Save Submit Cancel

d) Select office, if on OD.

f) Select name of reporting officer for a particular period.

Self Assessment

Status of ACR

Are you working on OD ? Yes No

Select Unit : --Select--
Select Circle : --Select--
Select Division : --Select--
Select SubDivision : --Select--
Select Section : --Select--

Joining Date : 01/10/2012 Joining Time : FN AN
Pay Scale : Current Basic :
Period From : Period To :

Select Reporting Officer Designation : --Select--
Select Reporting Officer : --Select--

1. A brief summary of duties and responsibilities:

2. Please specify important items of work in order of priority where in quantitative/ physical/ financial targets/ objects/ goals were set for you or set by yourself for the reporting year and achievement made.

| S.No | Item of Work | Physical or Financial target/objective/goal | Achievements |
|------|--------------|---|--------------|
| 1. | | | |

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

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

4. Date of submission of Annual Property returns: 23/01/2019

Save Submit Cancel

g) They can save it and/ or directly submit it to the reporting officer. (Once submitted, it cannot be edited. If saved, Assessment form can be edited).

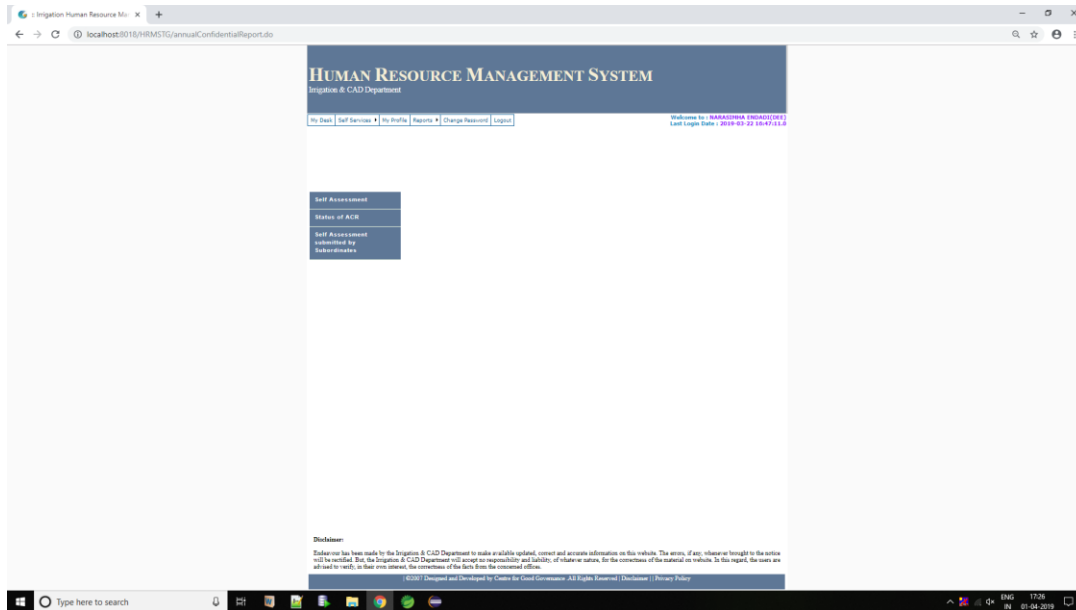
h) ACR status can be checked by clicking on "Status of ACR" tab.

2. Reporting officer

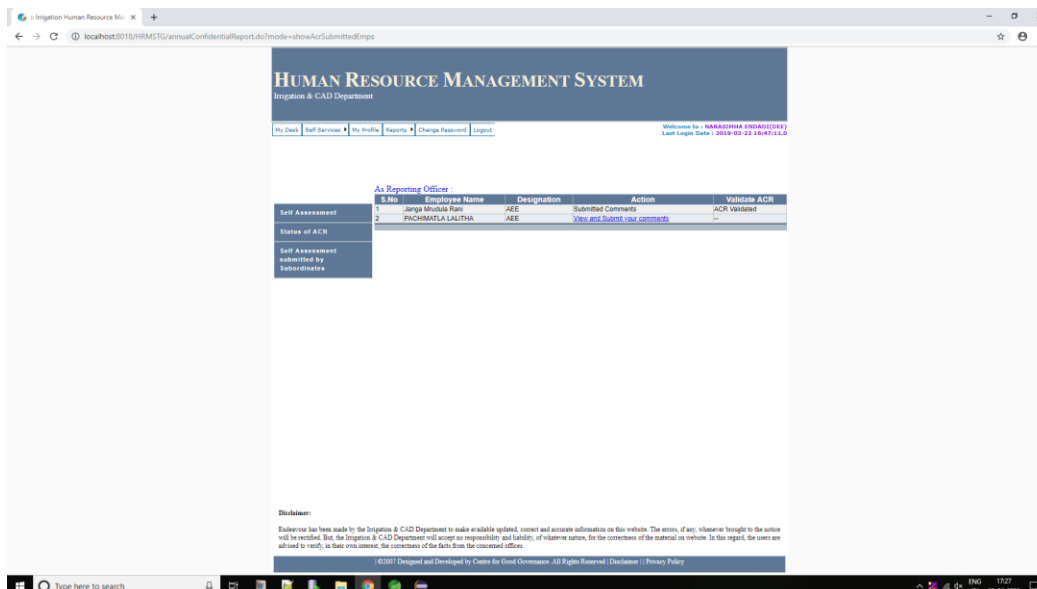
a) On submission of Assessment form by their Subordinate, an SMS alert will be received to the Reporting Officer to his/ her mobile registered in HRMS.

b) The Reporting Officer shall login to his/her individual HRMS login.

c) Click on Self Services -> "Annual Confidential Report".



d) Click on "Assessment submitted by subordinates" tab. Based on the logged in employee designation, he/she can be a reporting officer (D.E.E and above cadre). Click on the column of *Action* against the name of the employee whom ACR is to be written.



e) The reporting officer has to write the ACR of their subordinate on online. Most of the columns are having drop down facility. Where ever text box is provided, they have to type the matter suitably.

Form-A (Part I)

Assessment Year: 2019
Assessment Period: 01/04/2018 - 29/03/2019

Designation: AEE
Employee Name: LALITHA PACHMATLA
Date of Birth: 01/09/1988

A brief summary of duties and responsibilities: Development

Important lines of work in order of priority where in quantitative/physical/financial targets/objective goals were set for the year or set by yourself for the reporting year and achievement made: ACR :: ACR :: ACR

(a) In case of a shortfall of expected quality/quantity of performance, please state the reason: No

(b) Please indicate your contribution in case of achievement higher achievement at target goal/objective: Completed

Form-A (Part II)

1. (a) Appointment held during the year(with Date): 10/09/2012
(b) Scale of pay: 37150 - 52110

2. General Qualifications and Aptitude for Post held including any Special or Technical and Professional attainments: BE(B.Tech)(CIVIL)

3. (a) Acceptance or otherwise of the Self Appraisal report of the Concerned Officer indicated in part I and if not agreed to the reasons therefor: Yes No

(b) Manner in which the officer discharged his duties during the year (i.e., if satisfactory or otherwise (specific achievement or satisfactory work if awarded commendation to be cited with number and date of orders passed): Yes No

Does the Officer exhibit:

(a) Initiative -SELECT-
(b) Team -SELECT-
(c) Creativity -SELECT-
(d) Impartiality in his relations with the Public and Subordinate or Superior staff working for him or in contact with the Officer: -SELECT-
(e) Of good character: Yes No
(f) Of Sound Constitution: -SELECT-

(g) Physical Energetic -SELECT-
(h) Mentally alert: -SELECT-

How the Officer:

(a) Initiative and Drive: -SELECT-
(b) Powers of Control: -SELECT-
(c) Powers of application: -SELECT-
(d) Yes No

(i) Has the Officer any Special Characteristics (i) or any Outstanding Merits or Abilities which would justify his advancement and special selection for higher appointments in the service? Yes No

(j) To be confirmed in this Post if not, what is his Substantive post? Yes No

16. Pertinacious/Comments or Special Commendations in the graded under report:

17. (a) Date of Communication adverse remarks since last report:
(b) Order(s) on the representation if any arising from 11(a) above: Choose File / No file chosen

18. General Remarks:

19. Comment generally on the way the officer had carried out his duties, nature of his personality etc.:

Grading: Outstanding Very Good Good Satisfactory Poor

Reason for Grading:

20. Grading Remarks:

Reporting Officer: NARASIMHA ENDADIDEEL Date: 01/04/2019
Name & Designation:

Select Counter Sign Officer

Roll: -Select UIN-
Circle: -Select Circle-
Division: -Select Division-
Designation: -Select Designation-
Officer: -Select Officer-

f) Select the Counter signing officer from the dropdown provided and submit proposals to the counter signing officer.

g) After submission, click on validate button to validate the ACR.

Annual Confidential Report - Validator Page - Google Chrome

Stand Out Via: SMS Email Both SMS & Email

Enter Otp:

Submit Cancel

Designation: AEE
Submitted Comments:
Action:
Officer: AEE

Reference has been made to the Brigades & CID Department to make available updated, correct and accurate information on this website. The users, if any, who are brought to the service may be notified. The Brigades & CID Department will accept all responsibility and liability, for the correctness of the material on website. In this regard, the users are advised to verify, in their own system, the correctness of the data from the concerned offices.

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h) An OTP option is provided for both email and/or mobile phone recorded in their HRMS Data.

i) Submit the OTP to validate ACR.

After validation only, the ACR will be submitted successfully to the Counter Signing Officer.

3. Counter-Signing Officer

a) On submission of ACR by the Reporting Officer, an SMS alert will be received to the Countersigning Officer to his/her mobile registered in HRMS.

b) The Countersigning Officer shall login to his individual HRMS login

c) Click on Self Services -> "Annual Confidential Report".

d) Click on "Assessment submitted by subordinates" tab. Based on the logged in Employee designation, he/she can be a either Reporting officer or Counter-signing officer (E.E. and above cadre).

The screenshot shows the HRMS system interface. The main heading is "HUMAN RESOURCE MANAGEMENT SYSTEM" for the "Inspection & CAD Department". The user is logged in as "GOVARDHANA CHARY RAO" with the last login date of "2019-04-01 17:20:23.54". The interface displays two tables:

| As Reporting Officer | | | | | |
|----------------------|------|--------------------------|-------------|--------------------|---------------|
| | S.No | Employee Name | Designation | Action | Validate ACR |
| Self Assessment | 1 | Endud Narasimha | DEE | Submitted Comments | ACR Validated |
| | 2 | Kulam Ramesh Chander Rao | DEE | Submitted Comments | ACR Validated |

| As Counter-Signing Officer | | | | | |
|---|------|-----------------------|-------------|--------------------|---------------|
| | S.No | Employee Name | Designation | Action | Validate ACR |
| Self Assessment submitted by Subordinates | 1 | Janga Mohibul Haq | AEE | Submitted Comments | ACR Validated |
| | 2 | Venuresha Nalin Kumar | AEE | Submitted Comments | ACR Validated |

Disclaimer:
Endorsement has been made by the Inspection & CAD Department to make available updated, correct and accurate information on this website. The errors, if any, whenever brought to the notice will be rectified. Still, the Inspection & CAD Department will accept no responsibility and liability, of whatever nature, for the correctness of the material on website. In this regard, the users are advised to verify, in their own interest, the correctness of the facts from the concerned offices.

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e) Click against names of the employees under caption "As Counter Signing Officer"

Write the remarks of counter signing officer at the space provided.

f) Click on Submit.

g) After submission, click on validate button to validate the ACR.

h) An OTP option is provided for both email and/ or mobile phone recorded in their HRMS Data.

i) Submit the OTP to validate ACR.

After validating by the Counter Signing Officer, the ACR will go to the login of the Superintending Engineer / Chief Engineer/ Engineer-in-Chief or Engineer-in-Chief (AW) as the case may be.

The ACR submitted by the counter signing officer will be submitted automatically to the officers as detailed below:

| S.No | ACR belongs to | Counter Signing officer designation | Designation of the officer to whom ACRs will be submitted by the counter signing authority. |
|------|---|-------------------------------------|---|
| 1 | A.E/AEEs working in the Divisions including Sub-Divisions / Circle Office | EE/Dy.S.E | Superintending Engineer concerned |
| 2 | A.E/AEEs working in the Unit offices | DCE/EE | Chief Engineer concerned /Superintending Engineer, Dy.ENC |
| 3 | DEEs working in the Divisions /Circles | SE | Engineer-in-Chief(A.W) |
| 4 | DEEs working in the Unit offices | CE /ENC | Engineer-in-Chief(A.W) |
| 5 | Executive Engineer | Concerned CE /ENC | Engineer-in-Chief(A.W) |

All the Chief Engineers/Superintending Engineers/Dy.ENC shall submit the ACRs received in their login as stated above from the counter signing authorities to Engineer-in-Chief (A.W) after reviewing at their level. For Submission, they have to validate with OTP as done by countersigning authority.

Further it is informed that all the Chief Engineers/Engineer-in-Chiefs have to write the **ACRs of Superintending Engineers** under their control and submit to the Engineer-in-Chief (A.W) for counter signature.

The schedule of Submitting the ACRs for the year 2018-19 is as detailed below.

| Sl.No. | Activity | Last date |
|--------|---|------------|
| 1 | Completion of Self Assessment by the individual officers | 25.04.2019 |
| 2 | Submission of ACRS by the Reporting Officers to the Counter Signing Officers | 02.05.2019 |
| 3 | Submission of ACRS by the Counter Signing Officers to the SE/ CE/ENC as the case may be | 9.05.2019 |
| 4 | Final Submission to the ENC(AW) | 15.05.2019 |


Therefore all the unit officers and Superintending Engineers are requested to download this circular from the department website and circulate among the concerned staff and complete the process of submission of ACRs as per the schedule given above.

Sd/- B. Nagendra Rao, Dt:04-04-2019
Engineer-in-Chief(AW)

To

All the Unit officers/ Superintending Engineers

Copy to the Deputy Executive Engineer (Comp) and she is requested to place the circular in the website.


04.04.2019
for Engineer-in-Chief(Admin.Wing)