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CONFIDENTIAL

Government of Orissa
Home Department

No. 6988/1 Bhubaneswar, dated, 7th ^{Nov} ~~October~~ 2005.
con-II-25/05

OFFICE ORDER

Sub:- Custody, monitoring & maintenance of ACRs in Home Department.

Performance appraisal by way of confidential reporting has been recognized as a tool for human resource development. It is inevitable that such records are stored, evaluated and processed properly. Therefore, the detailed instructions, for the receipt, custody, monitoring, movement & maintenance of ACRs, in respect of Officers (excluding Group-A), the Home Department is to maintain, are given in succeeding paragraphs. These instructions shall be followed by the Confidential Section and all the others concerned. These instructions supplement those of the General Administration Department and are internal to Home Department.

2. Home Department is the appointing or cadre controlling authority in respect of the following cadres. These cadres are assigned the codes as given below.

<u>Sl.No.</u>	<u>Name of Cadre/Service.</u>	<u>Code.</u>
	Police	POL
ii	Fire Service	FS
iii	Judicial Service	JDLS
iv	Jail Service	JLS
v	Orissa Secretariat Service	OSS
vi	Prosecutor Service	PRTS
vii	Common Cadre(Assistants)	CC(A)
viii	Common Cadre(Typist)	CC(T)
ix	P.S/P.A/Steno	STENO
x	Group(D)	HOME
xi	Others	OTHER

3. The Officers, in their capacity of "Accepting Authority", are advised to submit the ACRs in the sealed envelopes of the size 10" X 6" duly forwarded by a covering letter addressed to the Under Secretary/Deputy Secretary in-charge of the Confidential Section. The covering letters, duly diarised, shall be preserved in the files and the ACR in their respective folders.

4. The name and designation of the Officer sending the ACRs, as well as that of the persons, whose ACRs are enclosed therein, shall be written on the face of the sealed envelopes. Where ever it is not, the sealed envelopes (unopened) shall be returned to the sender requesting him to mention this information boldly on the face of the envelopes.

5. The ACRs, in the sealed envelopes received as above, shall be carefully torn on one edge and be opened immediately by the Deputy Secretary/Under Secretary concerned. After checking the enclosures, he will also write on the main page of each of the ACRs the date of its receipt in Home Department under his signatures and forward all the papers to the Section Officer of Confidential Section for the further action. Date and signatures are essential to prevent the replacement of ACRs later.

6. The forwarding letter shall be diarised and the ACRs shall be perused by the Dealing Assistants concerned on the same day. The Dealing Assistant shall be responsible for its safe custody here onwards. The Dealing Assistant shall peruse the ACR. If no adverse remarks are contained in it, he will write a Review Certificate in the Original ACR and it shall be placed before the Deputy Secretary/Under Secretary through the Section Officer for his signature. However, if in his opinion the adverse remarks are contained in it, the Dealing Assistant shall place it for the perusal of such remarks by the Section Officer. The Section Officer will draft the communication and place it before the Under Secretary/Deputy Secretary for the approval and act according to their orders. Wherever it is decided to communicate the adverse remarks, a new personal file shall be opened (if not already opened earlier) and the communication shall be issued from that file. A copy of the ACR, containing adverse remarks, shall also be kept in it. Such files shall be given the brief and suggestive names or titles. In order to ensure that any record-able communication of displeasure during a year is not removed stealthily from the folder later, the fact of placing this in the ACR shall be recorded on the body of the Original and copy/copies of the ACR of the year under seal and signature of Under Secretary/Deputy Secretary in charge of Confidential Section.

7. An annual review of the collection of ACRs from the Accepting Authority, will be made by the Under Secretary/Deputy Secretary in-charge of the Confidential Section in the month of October of the succeeding year. On the basis of the results of annual review, all the persons concerned, whose ACRs have not reached the Confidential Section, will be reminded to expedite submission of their ACRs.

8. The ACRs shall be stored in the individual folders by the concerned Dealing Assistant. He shall immediately put up a draft of acknowledgement for the approval. The Section Officer, in-charge of Confidential Section, shall send the acknowledgement of the ACRs under his seal and signature to the senders. Each ACR folder shall be given a unique coded identity number. It will contain "letter code" mentioned in Para 2 above. This will be followed with a numerical serial number. The "letter code" will identify the cadre. The numerical serial number shall signify his "seniority" in the hierarchy of that cadre. This coded identity number shall not change unless he migrates to some other cadre. On such migration, he shall acquire a new coded identity.

9. The original ACRs in the folders shall be arranged in the Chronological order i.e., year wise. Copies and/ or attested copies of ACRs shall be arranged in the Chronological order and will be placed below the respective original ACRs.

10. The top of this folder shall contain in the format given below, prepared on a thick sheet of paper for the permanency, the statement of ACRs and the recorded entries placed in that folder. The years shall be written in Chronological order and the missing periods shall be left blank in this format. Space of one line shall be left between two consecutive entries. All the original ACRs and the recorded entries placed in the folder shall be serially numbered just as in case of correspondence side of the files. The copies shall not be numbered but shall be placed below the originals. Bye numbers shall be given for the CCRs of earlier periods received later and placed in the folder. However, the entries of the such CCRs in the statement referred above shall be made against the years, that each may belong to. Each entry of this statement shall be authenticated by the Dealing Assistants. The Section Officer shall sign in token of having checked the placing of ACR in the folder. The remarks column shall contain the fact whether "Adverse" or not. The 'Adverse' will be indicated in the red ink only after it has been finally established accordingly. Till then, this entry will be in the pencil. Similarly, when the adverse entry is expunged partially or fully, this fact shall also be recorded in the remarks column.

STATEMENT OF ACRs PLACED IN THE FOLDER
NAME & DESIGNATION OF THE PERSON.

Year	Period of the CCR or the Identity of the Document	Date of placing in the folder and the page Serial numbers	Signature of Dealing Assistant and of S.O.	Remarks
1	2	3	4	5

11. The ACRs shall also be entered in the Computer installed in the Confidential Section, for which the instructions shall be issued separately.

12. It will not be feasible to provide almirahs for keeping all the ACR folders. They shall be kept in the manner described in subsequent paragraphs in the "blocks" of the slotted angle racks or of the almirahs. All the "blocks" of the slotted angle racks and of almirahs shall be provided with the unique location codes. This code shall be written on each of the ACR folders, which are assigned and kept in that "block".

13. The slotted angle racks have been installed in a room. The entry of unauthorized persons in the room shall be prohibited. A notice to this effect shall be pasted conspicuously on the doors of the room. No Dealing Assistant or others shall facilitate at any time the entry of unauthorized persons in this room.

14. Each block of slotted angle racks shall be numbered 01,02,03 .. These numbers, written on a thick white paper, shall be pasted at the bottom of the respective blocks for ready identification. The various cadres shall be allotted intelligently the identified blocks. Bigger cadres obviously have the more blocks allotted to them. All the ACR folders of the member of that cadre shall be able to be accommodated in these blocks.

15. Each block above shall contain the ACR folders of about 40 persons to begin with.

16. Within a block or within a space allocated to a Service/Cadre, the ACR folders shall be kept one over the other up to the ceiling of the block in the order of seniority in the cadre. The remaining allotted block space shall be left unoccupied for future use.

17. The ACR folders of the employees, after their migration to other cadre, shall be transferred to the Dealing Assistant concerned of the new cadre. He will place them appropriately with the ACRs of that cadre. Before doing so, the new designation will be written in the statement referred above.

18. Each ACR folder shall also be given the Computer Index Number maintained in the Computer installed in the Confidential Section. Using this number, the Computer shall immediately display the details pertaining to that ACR folder for watching the movement of writing of the ACRs etc.

19. ACRs are the secret documents. It will not be shown to unauthorized persons. All the persons working in the Confidential Section and having opportunity to see the ACR folder, shall give a written undertaking that they shall not disclose any of its contents to others. If an Assistant is not dealing with the ACRs of a cadre, he shall have no business to see the ACR folders of that cadre.

20. All the ACRs, requisitioned by the different administrative Sections and/ or Heads of Departments, will be transmitted through an Un-Official Issue(UOI) Register, exclusively maintained for this purpose. This will bear the despatch number and date. The requisitioning authority will acknowledge the receipt of such ACRs.

By order of the Principal Secretary

PP
29/10/05
Deputy Secretary to Government.

Government of Orissa
Home Department

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PP. issue
Memo No. Con-II-25/2005 *51672* Con. dated, BBSR *18/11/05*
Copy forwarded to all Dealing Assistants (Sr. Assts.) of Home (Confidential) Department/All Under Secretaries/All Deputy Secretaries/All Joint Secretaries/All Additional Secretaries/ P.S. to Principal Secretary, Home Deptt./P.S. to Special Principal Secretary, Home Deptt./D.G. & I.G. of Police, Orissa, Cuttack/D.G. (F.S.) & C.G. (Home Guards) Orissa, Cuttack/Director, Public Prosecution, Orissa, BBSR/I.G. of Prisons and DCS, Orissa, BBSR/C.M.D., O.S.P.H ' W.C. Ltd. BBSR/Secretary, Rajya Sainik Board, Orissa, BBSR/ Director (Int.) Orissa, Cuttack/Resident Commissioner, New Delhi/ 5 spare copies to Confidential Sec. for information and necessary action.

They are requested to follow the instructions/procedures contained in Office Order No.49881 dt.7.11.05 scrupulously.

Deputy Secretary to Government.