

Government of Orissa
Home Department

(6)

No. Con. II-11/06 107 / Con.,
Dated, Bhubaneswar, the 21.1.06

To

All Departments of Government
(Confidential Branch)

Sub:

Custody, monitoring and maintenance of
ACRs in Home Department

Para-4 of Home Department O.O.No.49881
Dt.7.11.05 relating to maintenance of ACRs provides,
"The name and designation of the Officer sending the ACRs,
as well as, that of the persons, whose ACRs are enclosed
there in, 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".

It is therefore requested that the ACRs of
Officers/Employees required to be submitted to Home(Conf.)
Department should contain the above information on the face
of sealed envelopes without which the Home(Conf.) Department
shall not receive the ACRs sent.

Memo No 108 / Con Date: 21.1.06
Additional Secretary to Government

Copy forwarded to P.A. Department for
information and necessary action.

They are requested to intimate accordingly
to all the Ministers' Estt. for information and similar
necessary action.

Memo No 109 / Con Date: 21.1.06
Deputy Secretary to Government

Copy forwarded to Revenue Department for
information and necessary action.

They are requested to intimate all Dist.
Magistrates and Collectors under their Administrative control
accordingly for information and similar necessary action.

Deputy Secretary to Government