

By e-mail ✓

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

No.HC.VII-84/04(Pt.)/3180 /A.

From : **Shri Gautam Baruah,**
Registrar (Vigilance),
Gauhati High Court,
Guwahati.

To, **The District & Sessions Judge and the Chief Judicial Magistrate,**
Kamrup (Metro), Guwahati/ Kamrup, Amingaon/ Nalbari/ Baksa/ Barpeta/ Dhubri/
Bongaigaon/ Chirang, Kajalgaon/ Goalpara/ Kokrajhar/ Darrang, Mangaldoi/
Udalguri/ Sonitpur, Tezpur/ Lakhimpur, North Lakhimpur/ Dhemaji/ Tinsukia/
Dibrugarh/ Sivasagar/ Charaideo, Sonari/ Jorhat/ Golaghat/ Nagaon/ Hojai,
Sankardev Nagar/ Morigaon/ Karbi Anglong, Diphu/ Dima Hasao, Haflong/ Cachar,
Silchar/ Karimganj/ Hailakandi.

Dated, Guwahati, the 2nd August, 2021.

Sub :- **Form and Guidelines for writing ACR of the ministerial/subordinate staff in the establishment of the District & Sessions Judge and the Chief Judicial Magistrate.**

Sir/Madam,

In enclosing herewith a Form and Guidelines, I am directed to convey that the guidelines and procedures are to be followed in writing ACR of the ministerial /subordinate staff in the establishment of the District & Sessions Judge and the Chief Judicial Magistrate.


Further, all the three authorities, namely Reporting, Reviewing and Accepting authority should specifically record efficiency/deficiency of the person concerned in order to make faithful assessment of the working of the employee. Remarks accorded in the ACR should be communicated to the person concerned, and adverse entry, if any, should invariably be communicated, and in case of such person's improvement, if any, in the consequent years, same be noted specifically and all the authorities should also give clear remarks about the working of the person concerned.

The Guidelines and procedures should be meticulously followed in filling up the attached FORM.

The Grading and the remarks, recorded in the ACR of a year, should be communicated to the person concerned, within **the last working day of March of the next year**, positively.

Encl : 1. ACR Form – 2 (two) pages &
2. Guidelines – 3 (three) pages.

Yours faithfully,


REGISTRAR (VIGILANCE)

Wakala
02.08.21

**Form of Confidential Report
For the Staff of Subordinate Courts in Assam**

Report for the year/ period ending: _____

District: _____

Sub-Division: _____

1. Name of the employee : _____
2. Date of Birth : _____
3. Designation / Post held : _____
4. Section /Table in which served : _____
during the period under report

Assessment by the Reporting Officer

(If any of the items mentioned below does not apply, the Reporting Officer should mention the fact against the relevant item.)

5. Nature of work entrusted : _____
6. Maintenance of records including files & prescribed registers etc. : _____
7. Intelligence, keenness & industry : _____
8. Regularity & punctuality in attendance : _____
9. Promptness and accuracy in dealing with his allotted job : _____
10. Skill in Noting and Drafting : _____
11. Is he sincere ? : _____
12. Is he honest ? : _____
13. Is he fit for promotion to the next higher grade : _____
14. Behaviour towards his superiors/colleagues : _____
15. Is he amenable to discipline : _____
16. Has he done any outstanding work during the period under report which deserves appreciation : _____
17. Has he been reprimanded for indifferent work during the period under report ? If so, brief particulars thereof : _____