

No. CS to Adv(F)/ACRs/2007
Government of India
Ministry of Communication and information Technology
Department of Telecommunications
Sanchar Bhavan, 20 Ashok Road
New Delhi-110001.



Dated 4.4.2007

Office Memorandum

Subject: Completion of Annual Confidential Reports for the year 2006-07.

The undersigned is directed to convey that, with the closing of the financial year 2006-07, the writing of Annual Confidential Reports is required to be undertaken and completed ACRs in respect of Officers of Indian P&T Accounts and Finance Service are to be sent to CS to Adviser (Finance), Sanchar Bhavan, New Delhi-110001 immediately.

As per the existing guidelines all ACRs should be written by 30.4.2007. If self-appraisal is not received in time, the reporting officer will remind the defaulting officer in writing to submit his/her self appraisal by a stipulated date. Thereafter the reporting officer is to complete the ACR without waiting for the self-appraisal and submit it for review.

It will be the responsibility of the concerned Sr.DDG/DDG/Head of the circle/Unit to ensure that ACRs of officers working under them are completed in time. A certificate to the effect that all the ACRs for the year 2006-07 have been completed is also required to be sent to Adviser (Finance) latest by 30.6.2007.

(Panna Lal)
CS to Adviser (Finance)
Tele. 23716024/ 23036103

To

1. All Group 'A' Officers of IP&T AFS in the DoT HQ.New Delhi
2. All Heads of CCA officers of in respect of all Group 'A' Officers of IP&T AFS.