

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM, AND ARUNACHAL PRADESH)

N O T I C E

Dated 05.04.2021

No.HC.V-32/2021/266/Estt#### It is for information of all concerned that the process for communication of ACR remarks for the year 2018 and 2019 has been initiated. The Officers and staff of this Registry are hereby informed to follow the given procedure/steps for obtaining their ACR Remarks for the aforesaid years.

All concerned Officers and staff can take print out of the report of ACR from the concerned web module w.e.f **08.04.2021**.

Steps for obtaining ACR report is as below:

1. Log into Employee Attendance Management System (http://10.177.214.56/att_ghc/).
2. Enter the User ID and Password in the given User ID and Password field.
3. Click on "**View ACR Remarks**" tab. Once clicked, the recorded year(s) of ACRs of the individual will be displayed.
4. Click on the "**Generate**" button. Once clicked, ACR remarks for the particular year will be generated.
5. Click on "**Print**" button to take out print of the ACR for a particular year.
6. All the Officers and staff shall submit representation, if any, regarding reviewing of ACRs for a particular year, within **10 days** positively from the date of generation of ACR, as mentioned at serial no. 4.

Note:

1. Before generating the ACR report from the web module i.e. Employee Attendance Management System (http://10.177.214.56/att_ghc/), all employees must possess a valid 'login ID' and 'password'. If the 'login ID' and 'password' are not available with the concerned employee, he/she can avail the same from the Establishment Section. All employees are requested to change their default password (Steps for changing password may be seen at **Annexure-A**, enclosed herewith). All employees are requested not to share their login credentials with any others, otherwise the individual shall solely be responsible for sharing information relating to their ACR remarks.(Steps for generating the respective ACR remarks may also be seen at **Annexure-B**, enclosed herewith.)

The Court Officer No. I is directed to inform all the regular Grade-IV staff of this Registry including the staff posted in the Bungalows/Guest House in this regard.

If any Officers/ staff (including the Grade III Non-ministerial and Grade IV staff) are not able to view or download the aforesaid ACR remarks, they may collect the same from the Establishment Section within 10 days w.e.f **08.04.2021**.

By order

Sd/- Shishir Kumar Das


REGISTRAR (ESTT)

Memo No.HC.V-32/2021/ 266(A) /Estt.####

Dated: 05.04.2021

Copy for information:-

1. The Registrar (Vigilance/Admn/Judl), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Secretary, Gauhati High Court Legal Services Authority (Committee), Gauhati High Court, Guwahati
4. The Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Deputy Registrar _____, Gauhati High Court, Guwahati.
6. The Assistant Registrar, _____, Gauhati High Court, Guwahati.
7. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
8. The Special Officer, Translation Wing, Gauhati High Court, Guwahati
9. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati, he is also directed to upload the order in the website of the Gauhati High Court, Guwahati.
11. The Court Manager, Gauhati High Court, Guwahati
12. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
13. Finance and Accounts Officer, Gauhati High Court, Guwahati
14. The AOJ (_____), Gauhati High Court, Guwahati.
15. The Court Officer-I/II, Gauhati High Court, Guwahati.
16. The CA to the Registrar General, Gauhati High Court, Guwahati.
17. The High Court Notice Boards (Old and New Blocks), Gauhati High Court, Guwahati
18. The Order File.


05/04/2021

REGISTRAR (ESTT.)



Annexure-A

Steps for Changing of Password.

1. Enter the default User ID and Password in the given User ID and Password field.

Employee Attendance Management System

The Gauhati High Court, Guwahati

Enter User Name

Please login with your Username and Password.

Username

Password

Select Section

Login

Enter Password

2. To change default password, click on '**Change Password**' menu. Enter the '**New Password**' and '**Confirm Password**', as per policy given in the web module and then click on '**Change Password**'. On successful change of password a message showing the same will be shown.

MAIN MENU

- Dashboard
- Profile
- View ACR Remarks
- Change Password**
- View Attendance
- Leaves
- Leave Apply (CL)
- Leave Apply (RH)
- Leave History
- Special Menu
- ACR Issue
- Log Out

Change Password for

New Password

Confirm Password

Change Password

Password must contain the following

- 8 Characters Long
- One Uppercase Letter
- One Lowercase Letter
- Passwords Match

Password Policy

Annexure-B

Detail Step by Step Manual for obtaining ACR Remarks from Web Module

1. Enter the User ID and Password in the given User ID and Password field.

Employee Attendance Management System

The Gauhati High Court, Guwahati

Please login with your Username and Password.

Enter User Name → Username

Password → **Enter Password**

Select Section

Login

2. Click on "View ACR Remarks" tab. Once clicked all the available ACR remarks of the individual will be displayed.

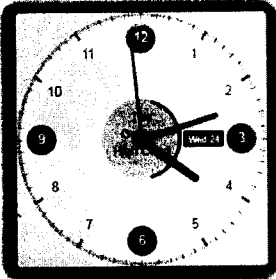
MAIN MENU

- Dashboard
- Profile
- View ACR Remarks**
- Change Password
- View Attendance
- Leaves
 - Leave Apply (CL)
 - Leave Apply (RH)
 - Leave History
- Special Menu
 - Employee Data Verification
- Log Out

Mark your Attendance

Your Attendance will be recorded as per the time & date shown in the Clock.

Please update your personal information (under profile Menu)



✓ Your Attendance for today i.e., 24-03-2021 marked successfully

- Click on the 'Generate' button. Once clicked ACR data will be generated as per remarks given. Click on 'Print' button to take print out of the ACR for a particular year.

The screenshot shows a web application interface for 'ACR Remarks'. On the left is a 'MAIN MENU' with options: Dashboard, Profile, View ACR Remarks (highlighted), Change Password, View Attendance, Leaves, and Leave Apply (CL). The main content area is titled 'ACR Remarks' and contains a table of remarks. A callout box labeled 'Print Button' points to the 'Print' icon in the 'Action' column of the table. Another callout box labeled 'Generate Button' points to the 'Generate' icon in the same column. A third callout box labeled 'Generated ACR' points to the generated document shown in the next screenshot.

Sl.No	Year	Generated Date	Issue Date	Remark of Reporting Authority	Remark of Reviewing Authority	Remark of Accepting Authority	Action
1	2018	2021-03-31	2021-03-03	Very Good	Very Good	Very Good "Agreed"	Generate Print

The generated document is titled 'THE GAUHATI HIGH COURT AT GUWAHATI (THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)'. It includes a QR code labeled 'ACR 2018' and a table of remarks. Below the table, there is a notice regarding the submission of representations to the Registrar.

Remarks recorded in your ACR for the year 2018

Remarks/grading of the Reporting Authority.	Remarks/grading of the Reviewing Authority.	Remarks/grading of the Accepting Authority.

You are further informed that your representation, if any, for reviewing of the remarks recorded in your ACR, shall be submitted to the Registrar (Establishment) on or before 10/04/2021 i.e., 10 (ten) days from date of generation i.e., 31/03/2021.

Thank You