

# **THE GAUHATI HIGH COURT AT GUWAHATI**

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

## **NOTICE**

Dated Guwahati, the 11.12.2020

**No. HC.V-106/2017(Pt-I)/ 929/ESTT.##** All the Officers and Staff of this Registry are directed to fill up the Personal Data in Part I/Part II portion(s) in the concerned ACR formats, supplied herewith, in order to document the ACR for the year 2020.

**All the Officers and Staff are directed to specifically mention their designation with portfolio/ place of posting/ name of the Section/ name of Hon'ble Judge & Officer with whom attached, allotment of duties etc. during the year 2020** in the concerned ACR formats in order to obtain the remarks of the concerned Reporting/ Reviewing/ Accepting Authorities.

All the Administrative Officer (Judicial)/In-charge of the Section/In charge of Private Secretaries & Court Masters/ other Controlling Officers are directed to circulate the concerned ACR formats amongst the staff working under their control/ in the respective Section in order to fill up the Personal Data in the ACR formats.

**All the A.O.(J)s /In-charge of the Section/ Special Officer (Translation Wing)/ Librarian-cum-Research Officer are directed to record their remarks as Reporting Officer in the ACR format of the Grade-III ministerial, Grade-III non-ministerial and Grade-IV staff, who have worked in the respective Section during the year 2020**, in the light of the hierarchy issued vide Notification No. HC.-V-4/2013/635/Estt. dtd. 26.8.2016 and Notification No. HC.V-4/2013/869/Estt. dtd. 30.10.2017. All the Joint Registrars/Deputy Registrars/Assistant Registrars are directed to record their remarks as Reporting Officer in the ACRs of the Grade-III (non-ministerial)/ Grade IV staff, who are directly attached with them.

**The Reporting Officer can record his/her remarks in the ACRs, if the performance of the concerned staff has been seen by him/her at least for 3 (three) months during the year 2020.**

The Court Officer No. I is directed to record his remark as Reporting Officer in the ACR for the year 2020 in respect of the Telephone Operator/Electrical Assistant and remaining regular Grade III (Non-Ministerial) and Grade-IV staff except those, who are working in various Sections/attached with Hon'ble Judges and Officers/Guest House in the Registry. The Court Officer No. I is directed to obtain the views of concerned Hon'ble Judge/Officer before documentation of ACRs in respect of the Grade-IV staff working in the Bungalows/residences of Hon'ble Judges/Officers.

All the Officers/ In-charge of the Section /A.O.(J)/ Controlling Officer are to submit the filled in ACRs (i.e. after filling up the Personal Data and the column for assessment of

Reporting Officer, wherever necessary) for the year 2020 in an envelope mentioning the names of the employees, to the Establishment Section before **31.01.2021, positively.**

Copies of the Notification dtd. 26.8.2016 and 30.10.2017 as well as additional copy of the ACR formats, if required, may be obtained from the Gauhati High Court website/Establishment Section.

**If any Officer/Staff does not submit the ACR format after filling up the necessary Self Appraisal Column within the specified time, the blank ACRs (i.e., unfilled Self Appraisal Column) of the concerned Officer/Staff shall be placed before the respective Reporting/Reviewing/Accepting Authority for recording remarks, as per order of Hon'ble the Chief Justice issued vide Notification No. HC.V-4/2013/634/Estt. dtd 26.08.2016.**

By order,



**REGISTRAR (ESTT.)**

**Memo No. HC.V-106/ 2017 (Pt-I)/ 929A /Estt. Dtd. 11.12.2020**

**Copy for information and necessary action to :-**

1. The Registrar (Vigilance/ Judl./Admn.), Gauhati High Court, Guwahati.
2. Secretary, Gauhati High Court Legal Services Authority, Guwahati.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, 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/ Assistant Registrar (Admn.)-cum-In-charge of Court Masters, Gauhati High Court, Guwahati with a direction to circulate the ACR formats amongst all the Court Masters/ Assistant Registrar (Estt.)-cum-In-charge of Private Secretaries, Gauhati High Court, Guwahati with a direction to circulate the ACR formats amongst all the Private Secretaries.
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 with a further direction to upload this in High Court website immediately.
11. The Administrative Officer (Judicial) (.....) with a direction to circulate the ACR formats amongst all the Staff of the Section.
12. The Court Officer No I and II, Gauhati High Court, Guwahati.
13. CA to the Registrar General/Registrar (Vig.)/Registrar (Admn.)/Registrar (Judl.), Gauhati High Court, Guwahati.
14. Order File.



**REGISTRAR (ESTT.)**