

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

N O T I C E

Dated 14.09.2021

No.HC.V-32/2021/ 608 /Estt#### All the Officers and staff, whose names are mentioned at **Annexure-I** and are under the zone of consideration for the upcoming departmental promotions, are directed to take print out of their ACR grading for the year 2020 w.e.f. **15.09.2021** and submit their representations, if any, within **7 (seven)** days from the date of generation of ACR report.

The steps for generating the ACR report may be seen at **Annexure II**, enclosed herewith.

It is also informed hereby that ACR grading of remaining Officers and staff will be made available in the web module within a short period.

If any Officers/ staff (at **Annexure-I**) are not able to view or download the aforesaid ACR remarks, they may collect the same from the Establishment Section w.e.f. 15.09.2021, positively.

By order



REGISTRAR (ESTT)

Memo No.HC.V-32/2021/608A/Estt.

Dated: 14 .09.2021

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.



REGISTRAR (ESTT.)

ANNEXURE-I

LIST OF OFFICERS OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POST OF DEPUTY REGISTRAR

Sl. No.	Name	Designation
1.	Shri Bikash Borah	Assistant Registrar
2.	Smti Cham Chun Nahar Ahmed	Assistant Registrar
3.	Smti Utpala Phukan	Assistant Registrar
4.	Shri Uttam Kumar Barman	Assistant Registrar
5.	Shri Dulal Dutta	Assistant Registrar
6.	Shri Surjya. Kt. Ramchiary	Assistant Registrar
7.	Sri Safiqur Rahman	Assistant Registrar
8.	Sri Manashe Soren	Assistant Registrar

LIST OF OFFICER OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POST OF DEPUTY REGISTRAR

Sl. No.	Name	Designation
1.	Sri Nirod Sarma	Secretary to HCJ

LIST OF OFFICERS OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POST OF ASSISTANT REGISTRAR

Sl. No.	Name	Designation
1.	Shri Phanindra Dev Goswami	AOJ
2.	Sri Hari Prasad Medhi	AOJ
3.	Sri Tilok Konwar	AOJ

4.	Sri Gregory Daimari	AOJ
5.	Sri Newman J. Sangma	AOJ
6.	Sri Ajit Kr. Kuli	AOJ
7.	Sri Gandhi Ram Kathar	AOJ
8.	Smti. Christellyn S. Marak	AOJ
9.	Sri Neil Jongske Sangma	AOJ
10.	Sri Prodip Sinha	AOJ

LIST OF OFFICERS AND STAFF OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POST OF AO(J)

Sl. No.	Name	Designation
1.	Sri Jitendra Kr. Deuri	Court Master
2.	Sri Dhruva Jyoti Goswami	SJA
3.	Sri Abdul Zabbar	SJA
4.	Sri Chabin Ch. Kalita	SJA
5.	Sri Hemen Deka	Court Master
6.	Sri Ramen Sarma	Court Master
7.	Sri Chandan Das	Court Master
8.	Sri Rituparna Das	SJA
9.	Smti Geetanjali Mayour	Court Master
10.	Sri Krishna Saikia	Court Master
11.	Sri Rupam Kumar Sarma	Court Master
12.	Sri Anjum Borah	Court Master

LIST OF OFFICER AND STAFF OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POST OF COURT MASTER

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>
1.	Sri Hare Krishna Choudhury	SJA
2.	Sri Manajit Das	SJA
3.	Sri Hemlata Rahang	SJA
4.	Sri Lakshyadhar Borah	SJA
5.	Sri Kulajit Pathak	SJA
6.	Sri Madhurja Protim Bordoloi	SJA
7.	Sri Dhurjjati Kakoty	SJA
8.	Sri Samujjal Saikia	SJA
9.	Sri Mrinal Malakar	SJA
10.	Sri Jayanta Das	Asstt. Protocol Officer
11.	Sri Adhiraj Hazarika	SJA

LIST OF STAFF OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POST OF SENIOR JUDICIAL ASSISTANT

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>
1.	Sri Manoj Singh	Judicial Assistant
2.	Sri Anil Kr. Barman (1)	Judicial Assistant
3.	Sri Pradip Gogoi	Judicial Assistant
4.	Sri Jayanta Kr. Das	Judicial Assistant
5.	Sri Rajib Chakravarty	Judicial Assistant
6.	Sri Abhijit Sarma	Judicial Assistant
7.	Sri Nabadip Rai	Judicial Assistant
8.	Sri Nayan Das	Judicial Assistant

9.	Sri Ratul Chetry	Judicial Assistant
10.	Sri Jayanta Kumar Boro	Judicial Assistant
11.	Sri Nathan Ronghang	Judicial Assistant

LIST OF STAFF OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POSTS OF JUDICIAL ASSISTANT

Sl. No.	Name	Designation
1.	Sri Jatin Gogoi	Sr. Computer Asst.
2.	Sri Ravi Kumar Rabha	Sr. Computer Asst.
3.	Sri Rahul Singh	Sr. Computer Asst.
4.	Sri Ariful Haque	Sr. Computer Asst.
5.	Sri Sandeep Kr. Sarma	Sr. Computer Asst.
6.	Sri Manoj Kumar Nath	Sr. Computer Asst.
7.	Sri Pranjal Sharma	Sr. Computer Asst.

LIST OF STAFF OF THE GAUHATI HIGH COURT, GUWAHATI, UNDER THE ZONE OF CONSIDERATION FOR THE POSTS OF JUDICIAL ASSISTANT AND SR. COMPUTER ASSISTANT

Sl. No.	Name	Designation
1.	Sri Jayanta Lohar	Computer Assistant
2.	Sri Hitesh Chandra Das	Computer Assistant
3.	Sri Probhat Deuri	Computer Assistant
4.	Sri Kushal Daimary	Computer Assistant
5.	Sri Kaushik Chandra Medhi	Computer Assistant

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Annexure-II

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

User name

Password

Select Section

Login

Enter Password

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

Dashboard

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)

View ACR Remarks

Change Password

View Attendance

Leave

Leave Apply (CL)

Leave apply (RL)

Leave History

Personal Information

Profile Data

Application

Logout

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3. 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.

Print Button

Generated ACR

Generate Button

ACR Remarks

Communication of Remarks recorded in your ACRs

Date of Generation shall be considered as date of receipt of the generated ACR

Sl.No	Year	Generated Date	Issue Date	Remark of Reporting Authority	Remark of Reviewing Authority	Remark of Accepting Authority	Action
1	2018	2021-03-11	2021-03-09	View Record	View Record	View Record	View Record

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

Remarks recorded in your ACR for the year 2018

ACR_2018

The remarks recorded in your ACR for the year 2018 is shown below:

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