

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

**NOTIFICATION**

Dated Guwahati, the <sup>16</sup>26 August, 2016

**No. HC.V-4/2013/635 /Estt. ##** In supersession of earlier order(s), Hon'ble the Chief Justice has been pleased to approve the following hierarchy for documentation of ACRs in respect of the Officers and Staff of the Principal Seat of the Gauhati High Court, with immediate effect and until further order(s).

<b><u>Officers/staff</u></b>	<b><u>Reporting Authority</u></b>	<b><u>Reviewing Authority</u></b>	<b><u>Accepting Authority</u></b>
Registrar (Estt.)	Hon'ble the Chief Justice	...	....
Joint Registrar/ Deputy Registrar	Registrar concerned	Registrar General	JAD
Assistant Registrar	Joint Registrar/ Deputy Registrar concerned	Registrar concerned	Registrar General
Secretary to Hon'ble the Chief Justice	Hon'ble the Chief Justice	.....	.....
Sr. Private Secretary/ Private Secretary/Sr. Personal Assistant	Concerned Hon'ble Judge /Officers with whom they are attached	.....	.....
Private Secretary/Senior Personal Assistant on pool/attached with Hon'ble Judges stationed at Outlying Benches.	In-charge of Private Secretary	.....	Registrar General
Finance & Accounts Officer	Joint Registrar (A/Cs)/ Deputy Registrar (Finance)	Registrar (Admn.)	Registrar General
Administrative Officer (Judicial)	Joint Registrar/ Deputy Registrar concerned	Registrar concerned	Registrar General
Court Officer	Deputy Registrar (Admn.)/Asstt. Registrar (Admn)	Registrar (Admn.)	Registrar General
Court Master	Concerned Hon'ble Judge /Officers with whom they are attached	.....	.....
Court Master on pool/attached with Hon'ble Judges stationed at Outlying Benches.	Joint Registrar (Judicial) [In-charge of Court Masters]	Registrar (Judicial)	Registrar General
Grade-III (ministerial) [SJA/JA/Sr. Computer Asstt./Computer Asstt.]	Administrative Officer (Judicial) (concerned Section)/I/c of Section	Registrar concerned	Registrar General
Grade-III (non-ministerial) [Record Assistant/Photocopier Operator/FAX Operator]	Administrative Officer (Judicial) (concerned Section)/I/c of Section	Joint Registrar/ Deputy Registrar (concerned Section)	Registrar concerned
Grade-III (non-ministerial) [Telephone Operator/Electrical Assistant]	Court Officer	Joint Registrar/ Deputy Registrar concerned	Registrar (Admn.)

Head Chauffeur/Chauffeur/Usher/Usher	Head Concerned Hon'ble Judge /Officers with whom they are attached	.....	.....
Head Chauffeurs/Chauffeurs on pool/attached with the Hon'ble Judges' stationed at Outlying Benches	In-charge of Vehicle	Joint Registrar (Protocol)/ Deputy Registrar (Protocol)	Registrar (Admn.)
Head Ushers/ Ushers on pool/attached with the Hon'ble Judges' stationed at Outlying Benches	Court Officer	Deputy Registrar (Admn.)/Assistant Registrar (Admn.)	Registrar (Admn.)
Grade-IV staff	AOJ (concerned Section)/ I/c of concerned Section/ Court Officer	Deputy Registrar (Admn.) /Assistant Registrar (Admn.)	Registrar concerned
Grade IV staff attached with Officers	Concerned Officer with whom attached	.....	Registrar concerned
Staff of Hon'ble the Chief Justice's Secretariat	Registrar-cum-Principal Secretary to HCJ	.....	Registrar General
Staff of the Bungalow of Hon'ble the Chief Justice	Secretary to HCJ	Registrar-cum-Principal Secretary to HCJ	Registrar General
Staff of Registrar General's Secretariat	Registrar General	.....	....
Staff of the Secretariat of Registrar (Vigilance/Admn./Judl./Estt.)	Concerned Registrar	.....	Registrar General
Staff of the Accounts Section	Administrative Officer (Judicial) (Accounts)	Deputy Registrar (Finance)	Registrar General
Staff of the Recruitment Cell	Deputy Registrar (Recruitment Cell)/OSD	Joint Registrar (Recruitment)	Registrar (Admn.)
Staff of the Judges' Guest House	Concerned Joint Registrar/In-charge of Guest House	.....	Registrar (Admn.)

### **Translation Wing**

<b><u>Officers/staff</u></b>	<b><u>Reporting Authority</u></b>	<b><u>Reviewing Authority</u></b>	<b><u>Accepting Authority</u></b>
Special Officer (Translation Wing)/ Chief Translator	Registrar (Admn.)	Registrar General	JAD
Sr. Gd. Translator/ Jr. Gd. Translator	Special Officer (Translation Wing)	Registrar (Admn.)	Registrar General

### **Library Section**

<b><u>Officers/staff</u></b>	<b><u>Reporting Authority</u></b>	<b><u>Reviewing Authority</u></b>	<b><u>Accepting Authority</u></b>
Librarian-cum-Research Officer	Registrar (Admn.)	Registrar General	JAD
Assistant Librarian/Library Assistant	Librarian-cum-Research Officer	Registrar (Admn.)	Registrar General

### Computer Section

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
System Analyst /Programmer	Registrar (Judl. & IT)	Registrar General	JAD

### Protocol Section

<u>Officers/staff</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
Protocol Officer/ Asstt. Protocol Officer/other staff of the Protocol Section	Joint Registrar (Protocol)/ Deputy Registrar (Protocol)	Registrar (Admn.)	Registrar General

The remarks in ACRs in respect of the Judicial Officers of Assam Judicial Service, working in this Registry, shall be documented by the Hon'ble the Chief Justice as per the prescribed format meant for Judicial Officers of Assam Judicial Service.

The ACRs of the Private Secretaries, Court Masters, Head Chauffeurs/Chauffeurs, Head Ushers/Ushers attached with Hon'ble Judges of the Principal Seat of the Gauhati High Court shall be written by the concerned Hon'ble Judge.

The Court Officer shall 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.

By order,

*Sd/-*  
**REGISTRAR GENERAL**

**Memo No. HC.V-4/ 2013/ 635 A /Estt. Dtd. 26.8.2016**

Copy for information to : -

1. The Registrar (Vigilance/ Admn./Judl./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Joint Registrar,....., Gauhati High Court, Guwahati.
4. The Dy. Registrar, ....., Gauhati High Court, Guwahati.
5. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
6. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
7. The Special Officer, Translation wing, Gauhati High Court, Guwahati.
8. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
9. The System Analyst, Gauhati High Court, Guwahati with a direction to upload this notification in the High Court website.
10. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice ....., Gauhati High Court, Guwahati.
11. The Administrative Officer (Judicial) (.....)/In-charge of Court Masters, Gauhati High Court, Guwahati.
12. The Court Officer I & II, Gauhati High Court, Guwahati.
13. CA to the Registrar General/Registrar (Vig./Admn./Judl.), Gauhati High Court, Guwahati.
14. Order File.

*26/8/16*  
**REGISTRAR GENERAL**  
*26/8/16*

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

**NOTIFICATION**

Dated Guwahati, the 26<sup>th</sup> August, 2016

**No. HC.V-4/2013/634/Estt. ##** For administrative convenience and as per order of Hon'ble the Chief Justice, the following time schedule has been fixed for documentation of ACRs in respect of the Officers and Staff of the Principal Seat of the Gauhati High Court. The ACRs of all Officers and Staff of the Gauhati High Court shall be prepared as per calendar year. The process of documentation of ACRs for a particular Reporting Year shall be completed by 31<sup>st</sup> March of the following year.

Sl. No.	Nature of action	Date by which action is to be completed
1.	Distribution of Blank ACR Formats to all concerned for filling up of the necessary Self Appraisal Column.	By 15 <sup>th</sup> December of the Reporting Year
2.	Submission of duly filled up ACR forms to the Establishment Section by all concerned Officers/Staff.	By 31 <sup>st</sup> December of the Reporting Year
3.	Submission of ACRs forms to the Reporting Authority for recording remarks.	By 30 <sup>th</sup> January of the following year
4.	Documentation of remarks by the Reporting Authority and to return the same to the Establishment Section.	By 15 <sup>th</sup> February of the following year
5.	Submission of ACRs to the Reviewing Authority for recording remarks.	By 23 <sup>rd</sup> February of the following year
6.	Documentation of remarks by the Reviewing Authority and to return the same to the Establishment Section.	By 14 <sup>th</sup> March of the following year
7.	Submission of ACRs to the Accepting Authority for recording remarks.	By 19 <sup>th</sup> March of the following year
8.	Documentation of remarks by the Accepting Authority and to return the same to the Establishment Section.	By 31 <sup>st</sup> March of the following year.

If any Officer/Staff does not submit the ACR format after filling up necessary Self Appraisal Column within the aforesaid scheduled time, the ACR of the concerned employee shall be placed before the respective Reporting/Reviewing/Accepting Authorities for recording remarks, without the Self Appraisal Column, with a note in this regard.

Hon'ble the Chief Justice has further been pleased to fix following guidelines for documentation of ACRs in respect of the Officers and Staff of the Principal Seat and Outlying Benches of the Gauhati High Court.

1. The Reporting Authority/Reviewing Authority/Accepting Authority can record/review/accept the ACRs of an employee, if the performance of an employee has been seen by the said Authorities atleast for 3 (three) months during the period for which the report is to be written.

2. In case of retirement or demission of office by the Reporting/Reviewing/ Accepting Authority, he/she may be given 1 (one) month's time to enable him/her to record the remarks in the ACRs.
3. (i) In the event of retirement or demission of office by the Reporting Authority, the Reviewing Authority shall fill up the column of Reporting Authority and record the remarks in the ACR;
- (ii) In the event of retirement or demission of office by both the Reporting and Reviewing Authorities, the Accepting Authority shall fill up the column of Reporting Authority and record the remarks in the ACR and the remarks shall be treated as final.
- (iii) In the event of retirement or demission of office by the Accepting Authority, the remarks of the Reviewing Authority shall be treated as final;
- (iv) In the event of retirement or demission of office by both the Reviewing and Accepting Authorities, the remarks of the Reporting Authority shall be treated as final;
- (v) In case of retirement or demission of office by all the Reporting, Reviewing and Accepting Authorities, an order to the effect shall be kept in the ACRs for non-availability of the ACR of a particular year.

The Assam Services (Confidential Rolls) Rules, 1990 shall be applicable in other matters, wherever necessary.

By order,

sd/-

**REGISTRAR GENERAL**

**Memo No. HC.V-4/ 2013/ 634 A /Estt. Dtd. 26.8.2016**

Copy for information to :-

1. The Registrar (Vig./Admn./Judl./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to the Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl/Itanagar Permanent Bench, Imaharlagun.
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 Pvt. Secretary to Hon'ble Mr./Mrs. Justice ....., Gauhati High Court, Guwahati.
11. The F&AO, Gauhati High Court, Guwahati.
12. The System Analyst, Gauhati High Court, Guwahati with a request to upload this notification in the High Court website.
13. The AOJ \_\_\_\_\_, Gauhati High Court, Guwahati.
14. The Court Officer I & II, Gauhati High Court, Guwahati.
15. The CA to the Registrar General/Registrar (Admn./Vig./Judl), Gauhati High Court, Guwahati.
16. The Order File.

**REGISTRAR GENERAL**

26/8/16